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**PART I - NOTIFICATIONS BY GOVERNMENT, HEADS OF DEPARTMENTS
AND OTHER OFFICERS**

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NOTIFICATIONS BY GOVERNMENT
FINANCE DEPARTMENT
(HR-IV-FR&LR)

MAINTENANCE OF SERVICE REGISTER - REPLACING THE SERVICE REGISTER WITH e-SERVICE REGISTER (e-SR) - REVISED ORDERS ISSUED.

[G.O.Ms.No.99, Finance (HR-IV-FR&LR), 3rd December, 2020.]

Read the following:

1. G.O.Ms.No.200, Finance & Planning (FW.FR.I) Dept., Dt: 10.12.1999.
2. Office Memo No. F.No.21011/15/2010 ESH (Allowance), GOI, Ministry of Personnel, Public Grievance, and Pension Department of Personnel Training, New Delhi, Dt: 05.04.2016.
3. G.O.Ms.No.99, Finance (HR-II-FR) Department, Dt: 27.06.2018.
4. FINO-160134/2/2020-F-Sec-DTA, Dated: 10.05.2020 of the DTA, AP.

ORDER:

The Government of Andhra Pradesh, vide the reference 1st read above, has amended Annexure-II, Part-III read with Rule 74 (a) (iv) of the Fundamental Rules and prescribed Form-10 for maintaining Service Registers of Gazetted and Non-Gazetted employees of the Government.

2. In the reference 2nd read above, the Government of India has suggested modernization of Service Register to make it user friendly.

3. In reference 3rd read above, Government has issued orders to substitute Form-10 under Part IV of Annexure-II, with e-Service Register (e-SR) in respect of all Government employees to whom Fundamental Rules apply.

4. Based on the feedback of employee associations, DDOs, and considering the issues faced during the pilot implementation, the Director of Treasuries and Accounts, AP, Ibrahimpatnam, vide reference 4th read above, has suggested some modifications to the e-SR Proforma.

5. Government, after careful examination of proposal of the Director of Treasuries and Accounts, AP, in supersession of the orders issued in the reference 3rd cited hereby order that the e-SR shall be maintained as defined in the Annexure appended this order.

6. The updated version of the e-SR module contains the following screens through which the employees / DDOs have to enter required data.

Sl. No.	Name of the Service	Description
PART - 1	PERSONAL DETAILS	Employees / DDOs can view and confirm the employee Personal Details such as name, gender, marital status, caste, Aadhar number etc., Family Details, Education Details, Address Details and Home Town Details & wherever necessary they can enter required data.
PART - 2	NOMINATIONS	Employees / DDOs can enter nominee details of the employees.
PART - 3	SERVICE (SR) EVENTS	Employees / DDOs can enter historical data of various events (such as appointment, service regularization, leave, transfer, increment, promotion, etc.) recorded in the existing service registers. The data is to be entered event-wise, in the same order, as they were entered in the service registers.
PART - 4	LEAVE TRAVEL CONCESSION DETAILS	This screen provides for entry of latest LTC details.
PART - 5	DEPARTMENTAL TESTS AND TRAININGS DETAILS	Employees / DDOs can enter details of training employees undergone & departmental tests passed.
PART - 6	INCENTIVES	Employees / DDOs can enter details of Incentives / Awards / Rewards / Seva Patakam etc.
PART - 7	DOCUMENT UPLOADS	Employees / DDOs can upload mandatory documents such as Proof of Date of Birth, etc.
PART - 8	LEAVE LEDGER	Employees / DDOs can enter details of various leaves availed.
PART - 9	eSR CONFIRMATION	This screen provides for view and confirmation of the employee details by the employee / DDO. The service register of the employee also needs to be scanned and uploaded.

7. All the employees and DDOs are instructed to go through the e-SR user manual enclosed to this GO, which provides step-by-step instructions on entry and confirmation of data by the employees/DDOs. The same is also available on the website esr.ap.gov.in. The User Manual also contains procedural guidelines to be followed for implementation of e-SR.
8. The Heads of Offices / Heads of Departments who maintain Service Registers of the employees are directed to enter all required data in the e-SR Module by 31st December 2020.

SHAMSHER SINGH RAWAT,
Principal Secretary to Government.

E-SERVICE REGISTER (ANNEXURE TO G.O.Ms.No.99, FINANCE (HR-IV-FR&LR) DEPARTMENT, Dt: 3.12.2020)

The e-Service Register for Gazetted and Non-Gazetted employees of the Government, as per the amended Annexure-II, Part-III read with Rule 74 (a) (iv) of the Fundamental Rules & Form-10 shall be maintained as per the following instructions.

1. The Head of office /DDO/Employee are collectively responsible for upload of e.SR data of the employees working in the office.
2. In respect of Grant-in-Aid employees drawing salaries under DH/SDH 060/061 - GIA towards salaries, the salary bill counter signing authority in Government is responsible for upload of e.SR.
3. In respect of All India Service officers, the PAO, AP, Ibrahimpatnam shall upload e.SR data into the system under his authentication.
4. For the employees in Foreign Service Deputation, the last DDO in parent department is responsible for upload of eSR data.

EMPLOYEES FOR WHOM E.SR DATA IS TO BE UPLOADED

1. All employees whose salary is drawn under 010-salaries.
2. All Grant-in-Aid employees whose salaries are drawn under DH/SDH 060/061.
3. All work charged employees whose salaries are drawn under DH/SDH 070/071.
4. Employee in Foreign Service Deputation.

PROCEDURE FOR UPLOAD OF E.SR DATA.

1. The e.SR data shall be uploaded by DDO in <https://esr.ap.gov.in> portal using his CFMS ID as login password.
2. The HOO/DDO shall immediately update all the entries in physical SR before commencement of upload of e.SR data.
3. All the pages in the physical SR shall be scanned / uploaded by the DDO into e.SR module.
4. Before scanning of pages in physical SR, all the pages in physical SR(s) shall be serially numbered by the DDO by affixing a stamp on the bottom of each page containing the words "**page no _____ and also scanned /uploaded into e.SR**" under his/her signature. Better if the leave account(EL/HPL) is scanned at the end. At the end of each scanned copy of the e.SR, the DDO shall certify the number of scanned pages uploaded under his signature.
5. The physical SR can be scanned by the DDO by using conventional scanners or by using "Lens" APP of Microsoft Corporation.
6. Uploading of scanned SR shall be done by DDO using biometric authentication.

e-Service Book Guidelines

7. After upload of e.SR data, the physical copy of e.SR shall be in the custody of pension sanctioning Authority for which separate orders will be issued by the Government for discontinuance of physical SR.
8. In addition to uploading the scanned copy of the SR, the DDO shall enter the SR data on the relevant columns of e.SR data entry application duly attaching the following documents.
 - a) Latest photograph
 - b) SSC or equivalent certificate as proof of Date of Birth for superior service employees and Transfer certificate/relevant proof for last grade service employees.
 - c) Caste certificate (for SC, ST, BC only)
 - d) Aadhar card.
 - e) Medical Certificate (Disabled persons only)
9. After entry of the data into e.SR application, the DDO shall download the e.SR data entered in PDF format, show it to the employee for cross-verification and obtain the employee's signature on the PDF format in token of having satisfied with the correctness of Data uploaded into HCM system. The DDO shall also affix his signature on the PDF format and upload in the e.SR application under his/her biometric authentication.
10. After upload of e.SR data by the DDO, the data shall be escalated to the Treasury/PAO where the salary bill of the employee is audited and approved.
11. The Treasury officer/APAO shall cross verify the data uploaded in eSR with the entries in the scanned / uploaded copy of the physical SR and confirm the correctness of Data entry of the following information
 - a) Name of the employee as entered in the SR.
 - b) Date of birth
 - c) Date of initial entry into service.
 - d) Community
 - e) Disabilities, if any
 - f) Latest Pay of the employee (by cross verifying with FLY leaf Register)
 - g) Post held by the employee as on date.
 - h) EL balance of the employee as on date of Upload.
 - i) HPL balance of the employee as on date of Upload.
12. The Treasury officer/APAO shall confirm the above information under biometric authentication. After confirmation by the Treasury officer/APAO only, the e.SR. data shall be uploaded into HCM system by the SAP Team.

e-Service Book Guidelines

13. The upload of e.SR. data into HCM system shall be completed by all the DDOs by 31/12/2020.
14. The PAO, AP, Ibrahimpatnam shall co-ordinate the e.SR data entry work at HOD offices level and the DTA, AP, Ibrahimpatnam shall Co-ordinate work at District level through network of Treasury officers.
15. The CEO, APCFSS shall organize the data storage servers properly for smooth upload of e.SR data.
16. For the employees existing prior to 1-7-2020, the SR entry may be taken as an automatic process with due acknowledgement by the competent authority.
17. For the employees appointed on or after 1-7-2020, upload of each required certificate is mandatory.
18. DDOs may raise incident in CFMS for resolution of e-SR related issues.

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e-Service Book Guidelines

1. About the e-Service Book

The e-Service Book is application, which allows the employees get access to enter\view the employee service details. This application was designed and developed by Finance Department, Government of Andhra Pradesh through APCFSS.

This application replaces the physical service registers of the employees and the data related will be maintained online and can be accessible to the employees at any time. Employees can view their own personal details, official documents, pay drawn details, leave details and other Service details.

Every employee will have access to the e-service book with secured login credentials. Initially, the Employees/DDOs shall update all entries in the new formats through the e-service book portal. This user manual guides the users on how to use the e-service book portal step-by-step through screen shots wherever required.

2. Service Access

The decision as to whether the eSR details are to be entered by the DDO himself or through the employees is left to the discretion of the DDO basing on the number of the employees working under the DDO. In this portal, Employees can enter the service details with the permission of the DDO. DDOs can also enter and confirm the details of the employees on their own and Treasury Officers / PAO can further confirm select employee's service details. The users can access these services through authorized CFMS ID.

1. Employee:

- All employees need to submit their service details from part 1 to part 9 (sub menus) under e-Service Book Entry menu.
- After submitting the details, these are available at one place under view and confirm sub-menu. Employee need to confirm the service details.
- The confirmed details will be available in their respective DDOs login for further verification and confirmation.

e-Service Book Guidelines

2. DDO:

- DDO has to submit his /her service details and follow the steps as mentioned in Instructions to employees
- In addition, DDOs will get the list of employee's service details for confirmation, in his /her login.
- DDO has to go through each employee's details and confirm the same through biometric authentication.

3. Sub treasury Officer (STO) / PAO:

- STO /PAO will access View & Confirm sub-menu, check and confirm (9) select details of the employee with reference to entries available in the scanned copy of the SR and confirm the same through biometric authentication.

The step by step instructions on how to use the portal are given below:

3. Login Details

1. Enter URL <https://www.esr.ap.gov.in> the address bar.
2. Press Enter/Click Go, the following Login page will appear.

e-Service Book Guidelines



E-SERVICE BOOK
FINANCE DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

Instructions:

1. Enter CFMS ID (8-digits). To know the CFMS ID, please go to the Employee services link in CFMS app (<https://cfms.ap.gov.in>)
2. Enter your Password
(Default password will be your CFMS ID)
3. Click on Login button
4. After Login, Password Change option will be enabled
5. To access Forget Password, Mobile number should be updated in Home Town details during previous login

Login

CFMS ID

Password

Login

[Forgot Password](#)

3. Enter CFMS ID (i.e. 8 digits unique employee id).
4. Also Enter CFMS ID as initial password for initial login
(Update password through the menu item Change password After your initial login)

Note: If Employee forgot the password use 'Forgot password' option

to reset password, new password will be sent to employee mapped Mobile Number.

e-Service Book Guidelines

Login:

E-SERVICE BOOK
FINANCE DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

Instructions:

1. Enter CFMS ID (8-digits). To know the CFMS ID, please go to the Employee services link in CFMS site (<http://cfms.ap.gov.in>)
2. Enter your Password (Default password will be your CFMS ID)
3. Click on Login button
4. After Login, Password Change option will be enabled
5. To access Forgot Password, Mobile number should be updated in Home Town details during previous login

Login

CFMS ID: 14467103

Password: [masked]

[Forgot Password](#)

[Login](#)

S.No	Description	Action
1	Public services - Service Book - Maintenance of Service Book - Replacing the existing Service Book with e-Service Book - Amendment to Fundamental Rules provisions - Orders - Issued.	

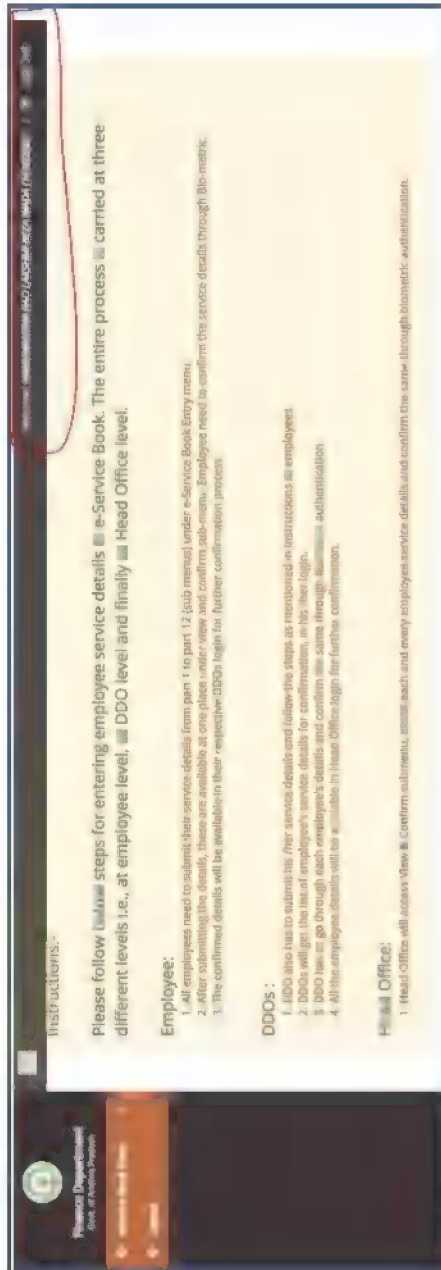
60%

5. Click on "Login" button.

6. After successful authentication, system will navigate to the Home page as shown below screen.

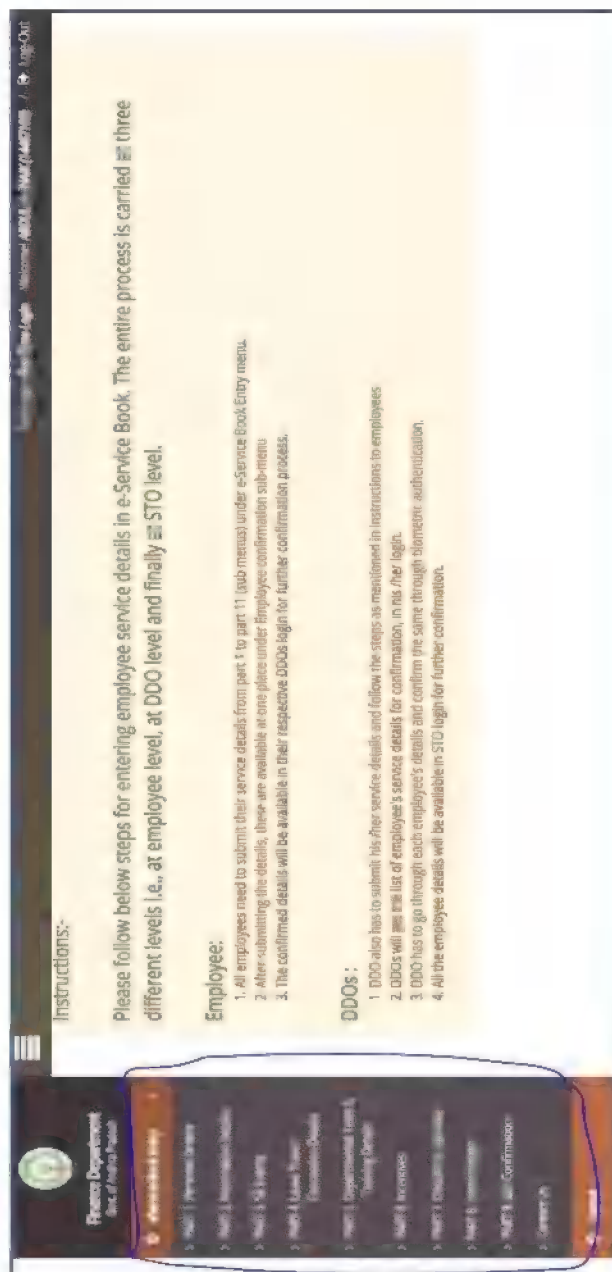
7. This page contains employee name & logout option on the right side corner of the screen, main menu on the left side of the screen, and basic instructions on the home page.

e-Service Book Guidelines



8. If the user is employee, user has to click on the e-Service Book Entry menu item to enter the service details in the respective screens.
9. If the user is DDO or STO, List of all employees whose salaries are drawn and paid under the DDO code will appear under 'Confirm e-Service Book Entry' menu item. In addition names of the employees who are relieved by the DDO for FOREIGN SERVICE deputation also appear in the DDO login.
10. Service formats will appear when user clicks on "e-Service Book Entry" as shown below.

e-Service Book Guidelines



Part 1: Employee Personal Details	Enter Employee basic details, place of birth, disabled status, local status, family member details, educational details, Address details and Hometown details
Part 2: Nomination Details	Enter Nominations for Gratuity, GPF, APGLI already made by the employees and available in the SR.
Part 3: SR Events	Enter the data as per the manual service register. In each of the service event. There are multiple options available enabling the employee to enter each and every detail
Part 4: LTC Details	Enter the latest availed LTC details only and also confirm whether anywhere in the country facility is availed or not.
Part 5: Departmental Tests/Training Details	Enter Departmental Tests and training details already entered in the SR.

e-Service Book Guidelines

Part 6: Incentives	Enter incentives sanctioned to the employee.
Part 7: Document Uploads	Upload employee Latest Photo, Aadhar card Scanned Copy, SSC certificate or SR extract page for proof of Date of Birth, Caste Certificate(if Other than OC), Medical Certificate (if employee disabled).
Part 8: Leave Ledger	Enter various types of Leaves earned and availed by the employee till date in the leave Ledger chronologically. (i.e E.L, HPL, etc., credits and balances)
Part 9: ESR Data Confirmation	Employee / DDO has to confirm the data submitted. DDO has to confirm the data with biometric Authentication. The DDO has to submit the data only after upload of scanned copy of the Physical SR of the employee as detailed in the guidelines given above.
Confirmation by the Treasury officer / PAO	After submission by the DDO, entire data goes to the login of the accountant in the concerned Treasury / PAO where the salary bill is passed

e-Service Book Guidelines

4. e-Service Book Entry:

User has to click on 'Part 1: Personal Details' sub menu item under e-Service Book entry menu item to enter the Personal details as shown below.

i. Employee Details:

The screenshot shows a web application interface for entering employee details. The top navigation bar includes 'Log Out' and 'Log In'. The main content area is titled 'Basic Details in HRMS' and contains several sections:

- Personal Details:** Includes fields for Name (ABDULLA), Surname (ABDULLA), Date of Birth (07/05/2014), Gender (Male), and Religion (Hindu).
- Professional Details:** Includes fields for Designation (SARF), Date of Entry into Regular Government Service (07/05/2014), and Date of Birth (07/05/2014).
- Identification Details:** Includes fields for Aadhar Number (7552151280) and PAN (CJH51014P).
- Service Details:** Includes fields for Service Rule (GADU 1504-A P), Subordinate Rules (SELECT), and Place of Birth (MADHUR).
- Other Details:** Includes fields for Marital Status (Married), Education Details (B.A.), and Family Details (Family Details).

The following data will be auto populated from HRMS with edit facility(except HRMS ID and CFMS ID)

- Name
- Surname
- Gender

e-Service Book Guidelines

- Date of Birth
- Date of Entry into Government Service
- HRMS ID
- CFMS ID

Sl. No	Column (Field) Name	Type of Field	Remarks
1. Basic Details			
1	Name	Data Entry	Auto populated from HRMS portal. If any corrections, Employee / DDO can correct the name of the employee
2	Surname	Data Entry	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Surname of the employee
3	Gender	Drop down box	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Gender of the employee
4	Date of Birth (DD/MM/YYYY)	Select box	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Date of Birth of the employee
5	Date of Entry into Regular Government	Select box	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Date of Entry into Regular Government Service of the employee
6	Service (DD/MM/YYYY)	Select box	Select Date of Entry Prior to Government

e-Service Book Guidelines

				Service
7	Date of Entry Prior to Government		Read only	Auto populated from HRMS portal.
8	Service (DD/MM/YYYY) (Optional)		Read only	Auto populated from HRMS portal.
9	HRMS ID		Drop down box	Select Marital status (Eg: Married / Unmarried / Wid Divorced / Widower).
10	CFMS ID		Drop down box	Select caste for the employee (SC / ST/ BC-A /BC-B / BC-C /BC-D /BC-E /OTHERS)
11	Aadhar Number		Data Entry	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the aadhar number of the employee
12	Parent Department		Drop down box	Please select Parent Department.
13	Service Rule		Drop down box	Please select Service Rule.
14	Class/ Branch		Drop down box	Select Class/ Branch for the employee (BRANCH-I / BRANCH-II / NONE)
15	Post in Parent Department		Drop down box	Please select Post in Parent Department.
16	Latest Salary Drawn DDO Code (11-digit num		Data Entry	Enter Latest Salary Drawn DDO Code.
17	Employee Present Status		Drop down box	Please select Employee Present Status.
18	Religion		Drop down box	Please select Religion for the employee (Hindu / Islam / Christianity / Buddhism / Sikh / Jain)
2. Place of Birth				
1	State		Drop down box	Please select State.
2	District		Drop down box	Please select District.
3	Mandal		Drop down box	Please select Mandal.

e-Service Book Guidelines

4	Village	Drop down box	Please select Village.
5	Pin code	Data Entry	Please enter six digit Pin code
6	Nationality	Read only	Auto populated.
3. Local Status			
1	State	Drop down box	Please select State.
2	District	Drop down box	Please select District.
3	Revenue Division	Drop down box	Please select Revenue Division.
4	Mandal	Drop down box	Please select Mandal.
4. Differently Abled			
1	Differently Abled	Drop down box	Please select Differently Abled for the employee (NO/ ORTHO / DEAF & DUMB / VISUAL)
5. PF Details			
1	Type of GPF	Drop down box	Please select Type of GPF for the employee (GPF (AG) / CLASS IV GPF / ZPPF / CPS / APPLICABLE)
2	Provident Fund Account Number	Data Entry	Please enter Provident Fund Account Number.
6. Other Details			
1	Identification Marks (As per SSC) / Service Register	Data Entry	Please enter Identification Marks (As per SSC) / Service Register in one and two columns for the employee.
2	Height (in cm)	Data Entry	Please enter Height for the employee.

e-Service Book Guidelines

ii. Family member Details:

Employee has to enter the family member details. Employee can add, edit and delete the data. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
FAMILY MEMBER DETAILS			
1	Name	Data Entry	Please enter name of employee And also family members.
2	Surname	Data Entry	Please enter surname of employee

e-Service Book Guidelines

				And also family members.
3	Relationship		Drop down box	Please select Relationship of the employee.
4	Is Alive?		Drop down box	Please select Is Alive of the employee.
5	Marital Status		Drop down box	Please select Marital Status of the employee.
6	Date of Birth		Select Box	Please select Date of Birth.
7	UID /Aadhar number		Data Entry	Please enter UID /Aadhar number
8	Mobile number		Data Entry	Please enter Mobile number
9	Date of Marriage		Select Box	Please enter Date of Marriage
10	Type of Employment		Drop down box	Please select Type of Employment
11	Income Per Annum		Drop down box	Please select Income Per Annum.
12	Death of Death		Select box	Please select Death of Death.

Add Row option is provided for Adding Family member Details

e-Service Book Guidelines

iii. Education Details:

Employee has to enter the education details in chronological order. Employee can edit / delete the data. Once all the details are filled up in this section, employee should save the data.

Qualification	Stream/Branch Name	Year of passing	Location	Remarks
B.Sc. (Hons.)	2008	2008	2008	
B.A. (Hons.)	2010	2010	2010	
B.Com. (Hons.)	2012	2012	2012	

Sl. No	Column (Field) Name	Type of Field	Remarks
Education Details			
1	Qualification	Drop down box	Please select Qualification of the employee
2	Stream/ Branch Name	Data Entry	Please enter Stream/ Branch Name Of the employee
3	Year of passing	Drop down box	Please select Year of passing of the employee

e-Service Book Guidelines

4	School/College/University	Data Entry	Please enter School/College/University of The employee
5	Country	Drop down box	Please select Country of the employee
6	State	Drop down box	Please select State of the employee
7	District	Drop down box	Please select District of the employee
8	Mandal	Drop down box	Please select Mandal of the employee

e-Service Book Guidelines

iv. Address Details:

Employee has to enter the Permanent address and communication address details. User can select the check box "Click here if communication address is same as permanent address" if both communication address and permanent address are same. Then the data in permanent address will be auto-populated in communication address to avoid the data re-entry. Once all the details are filled up in this section, employee should save the data.

The screenshot shows a web-based form for entering address details. It has a header with navigation links: 'Employee Details', 'Family Details', 'Education Details', and 'House Details'. The main form area is titled 'Address Details' and contains two sub-sections: 'Permanent Address' and 'Communication Address'. The 'Permanent Address' section has fields for 'Pincode', 'House No.', 'Village', and 'District'. The 'Communication Address' section has fields for 'Pincode', 'House No.', 'Village', and 'District'. There is a checkbox labeled 'Click here if communication address is same as permanent address' which is currently unchecked. The form also has a 'Save' button at the bottom right.

Sl. No	Column (Field) Name	Type of Field	Remarks
1. Permanent Address			
1	House No.	Data Entry	Enter House No.

e-Service Book Guidelines

2	Street 1	Data Entry	Enter Street 1
3	Street 2	Data Entry	Enter Street 2
4	State	Drop down box	select State
5	District	Drop down box	Select District
6	Mandal	Drop down box	Select Mandal
7	Village	Drop down box	Select Village
8	Pin code	Data Entry	Select Pin code
2. Communication Address			
1	House No.	Data Entry	Enter House No.
2	Street 1	Data Entry	Enter Street 1
3	Street 2	Data Entry	Enter Street 2
4	State	Drop down box	select State
5	District	Drop down box	Select District
6	Mandal	Drop down box	Select Mandal
7	Village	Drop down box	Select Village
8	Pin code	Data Entry	Select Pin code

e-Service Book Guidelines

v. Hometown Details:

Employee has to enter the Hometown details. These details can be modified only two times in the entire employee's service. Once all the details are filled up in this section, employee should save the data.

[illegible]

Sl. No	Column (Field) Name	Type of Field	Remarks
Home Town Details			
1	This is my declaration	Drop down box	Select This is my declaration
2	State	Drop down box	Select State
3	District	Drop down box	Select District
4	Mandal	Drop down box	Select Mandal
5	Village	Drop down box	Select Village

e-Service Book Guidelines

6	Pin code	Data Entry	Enter Pin code
7	Nearest Railway Station	Data Entry	Enter Nearest Railway Station
8	Nearest Airport	Data Entry	Enter Nearest Airport
9	Mobile 1 (official) (Optional)	Data Entry	Enter Mobile 1 (official) (Optional)
10	Mobile 2 (personal)	Data Entry	Enter Mobile 2 (personal)
11	Email 1 (official) (Optional)	Data Entry	Enter Email 1 (official) (Optional)
12	Email 2 (personal)	Data Entry	Enter Email 2 (personal)

e-Service Book Guidelines

Part 2: Nomination Details:

Employee has to enter the nominee's details for Gratuity and GPF/PRAN. Provision is given to edit / delete the data. Once all the details are filled up in this section, employee should save the data.

The screenshot displays a web application interface for entering nomination details. It features a sidebar with navigation options like 'Home', 'Gratuity', 'GPF/PRAN', etc. The main content area is titled 'Nomination Details' and contains a form with the following fields and controls:

- Name of the Family Member - Relationship:** A dropdown menu with 'SELECT' as the current selection.
- Date of Nomination:** A date picker showing '07/08/2020'.
- Total Percentage:** A text input field showing '56.60'.
- Buttons:** 'Save' (green), 'Edit' (blue), and 'Delete' (red) buttons are located at the top right of the form.
- Form Structure:** The form is divided into sections for 'Gratuity' and 'GPF/PRAN', each with its own set of fields and controls.

Sl. No	Column (Field) Name	Type of Field	Remarks
(i) Gratuity			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination

e-Service Book Guidelines

3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(ii) Original or alternative nominees for GPF			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(iii) Original or alternative nominees for NPS			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(iv) Nominees for APGLI			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee

Part 3: SR Events

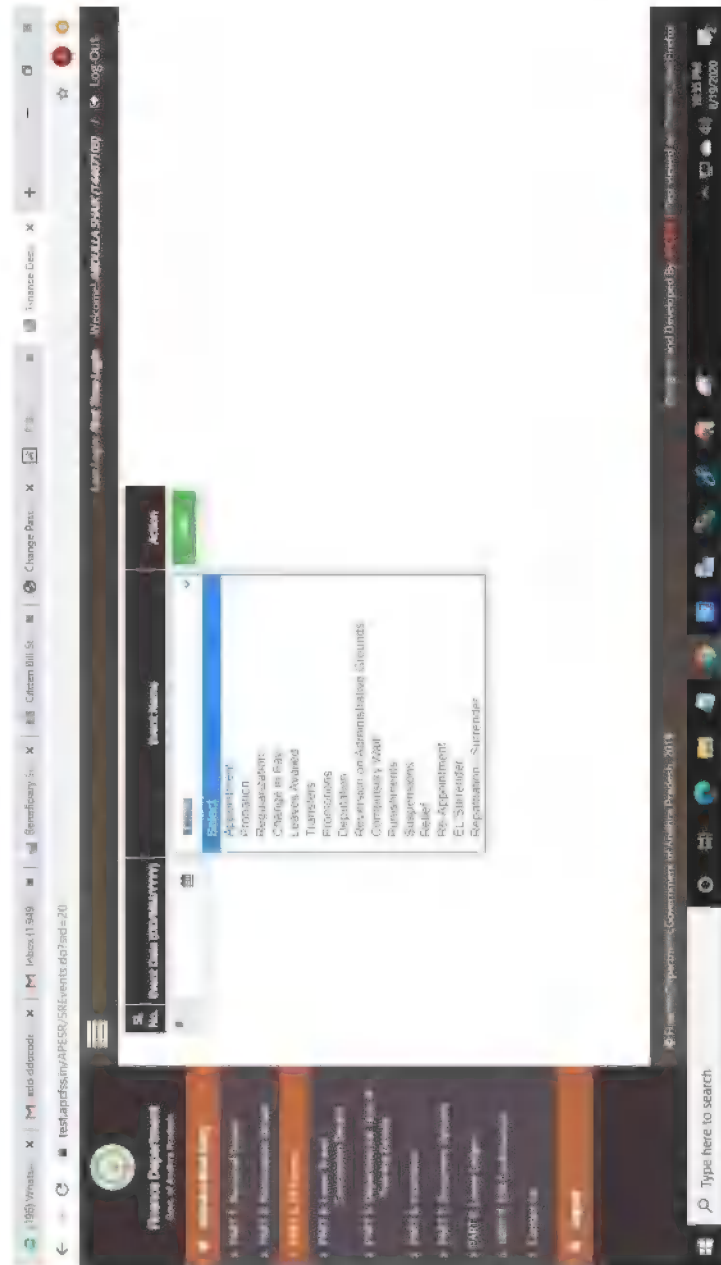
User has to click on 'Part 3: SR Events' sub menu item under e-Service Book entry menu item to record all the service events into this e-Service register. The elements to be recorded are as follows:

1. Appointment
2. Regularization
3. Probation
4. Change in Pay
5. Leaves Availed
6. Transfers
7. Promotions
8. Deputation
9. Reversion
10. Compulsory Wait
11. Punishments
12. Suspensions
13. Relief
14. Re-Appointment
15. EL Surrender
16. Repatriation / Surrender
17. Re-instatement
18. Reporting back to Duty
19. Regularisation of Absence
20. Others (No Impact on Pay)

e-Service Book Guidelines

The above list is provided as drop down, employee has to select the event name and event date and click on "ADD" button. Dialogue boxes will be popped up for each of the event, in which employee enters the data as per the manual service register. In each of the service event, there were multiple options available enabling the employee to enter each and every detail. Once all the details are filled up in each of the section concerned, employee should save the data.

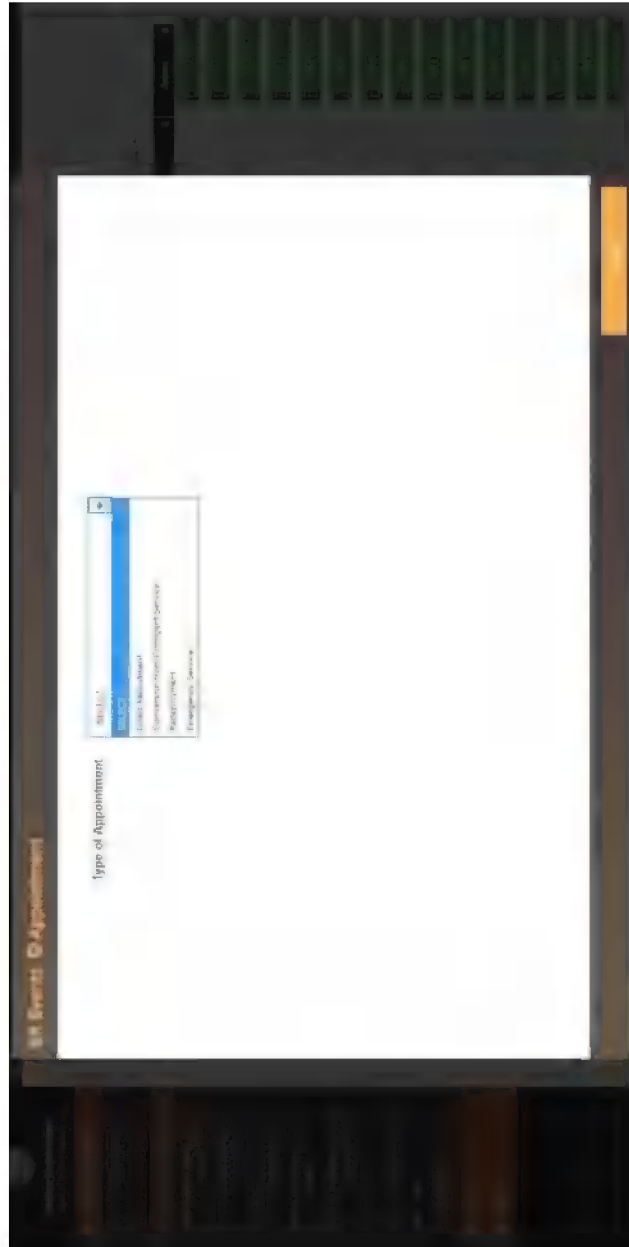
After saving the data in the respective dialogue boxes, the main page of the event capturing screen will be visible to view the recorded events. Further modifications to the entered data is enabled in this system as shown below.



e-Service Book Guidelines

i. SR Event-Hiring:

Employee has to enter his/her hiring details. There are four options available in “Type of hiring”. If employee selects the “Type of hiring” from the drop down then the respective fields will be visible for data entry.



Sl. No	Column (Field) Name	Type of Field	Remarks
1	Type of Appointment	Select box	Select Type of Appointment

e-Service Book Guidelines

➤ Hiring: Direct Recruitment

If employee is hired through Direct Recruitment, then employee has to enter the details like appointment, post, and time scale. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Direct Recruitment Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

e-Service Book Guidelines

5	Nature	Read only	Select Nature
6	Selection by	Drop down	Select Selection by
7	Department	Drop down	Select Department
8	Service Rule	Drop down	Select Service Rule
9	Class/ Branch	Drop down	Select Class/ Branch
10	Post Category	Drop down	Select Post Category
11	Post	Drop down	Select Post
b) Direct Recruitment Time Scale			
12	PRC Type	Drop down	Select PRC Type
13	PRC Year	Drop down	Select PRC Year
14	Apprenticeship (Yes or No)	Drop down	Select Apprenticeship (Yes or No)
15	Remarks	Data entry	Enter Remarks

e-Service Book Guidelines

➤ Hiring: Conversion from Contingent Service

If employee is hired through "Conversion from contingent service", then employee has to enter the contingent service department, post, newly appointed department, post, and time scale details. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Conversion from Contingent Service Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

e-Service Book Guidelines

b) Conversion from Contingent Service					
1	From Department	Drop down	Select From Department		
2	From Service Rule	Drop down	Select From Service Rule		
3	From Class/ Branch	Drop down	Select From Class/ Branch		
4	From Post	Drop down	Select From Post		
5	To Department	Drop down	Select To Department		
6	To Service Rule	Drop down	Select To Service Rule		
7	To Class/ Branch	Drop down	Select To Class/ Branch		
8	To Post	Drop down	Select To Post		
c) Conversion from Contingent Service Time Scale					
1	PRC Type	Drop down	Select PRC Type		
2	PRC Year	Drop down	Select PRC Year		
3	Pay Scale	Drop down	Select Pay Scale		
4	Basic Pay	Drop down	Select Basic Pay		
5	Effective Date	Select box	Select Effective Date		
6	Remarks	Data entry	Enter Remarks		

➤ Hiring: Redeployment

If employee is hired through "Redeployment", then employee has to enter the department, post from which he/she redeployed and also enters newly appointed department, post, and time scale details. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Redeployment / Conversion Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining

e-Service Book Guidelines

4	Joining Time	Drop down	Select Joining Time
5	From Department	Drop down	Select From Department
6	From Service Rule	Drop down	Select From Service Rule
7	From Class/ Branch	Drop down	Select From Class/ Branch
8	From Post	Drop down	Select From Post
9	To Department	Drop down	Select To Department
10	To Service Rule	Drop down	Select To Service Rule
11	To Class/ Branch	Drop down	Select To Class/ Branch
12	To Post	Drop down	Select To Post
b) Redeployment / Conversion (From / To Time Scale)			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

e-Service Book Guidelines

➤ Hiring: Emergency service

If employee is hired through "Emergency Service", then employee has to enter the department, post and time scale details. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Emergency Service Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

e-Service Book Guidelines

5	Department	Drop down	Select From Department
6	Service Rule	Drop down	Select From Service Rule
7	Class/ Branch	Drop down	Select From Class/ Branch
8	Post Category	Drop down	Select From Post Category
9	Post	Drop down	Select From Post
c) Emergency Service Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

➤ Hiring: Conversion

Conversion done as per rule 14 of AP MINISTERIAL service rules 1998 (Ex: conversion of Typist as Junior Assistant etc..)

[illegible]

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Conversion			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time
5	Department	Drop down	Select From Department
6	Service Rule	Drop down	Select From Service Rule
7	Class/ Branch	Drop down	Select From Class/ Branch
8	Post Category	Drop down	Select From Post Category
9	Post	Drop down	Select From Post
c) Time Scale			
1	PRC Type	Drop down	Select PRC Type

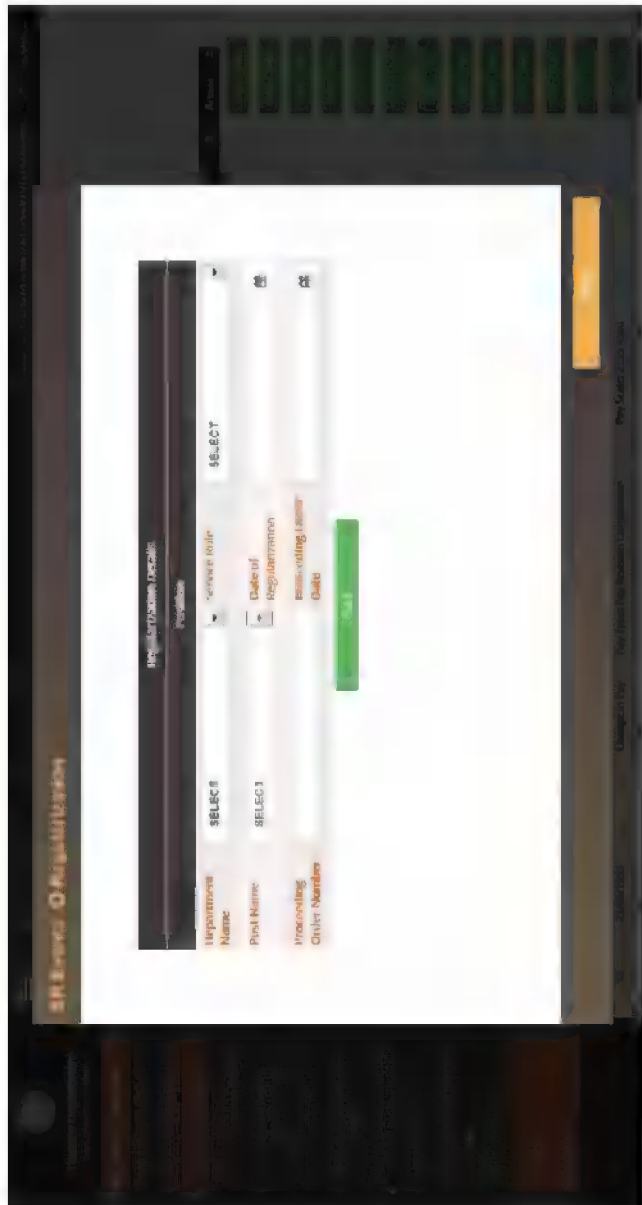
e-Service Book Guidelines

2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

SR Event>>Regularization:

> **Regularization:**

e-Service Book Guidelines



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Regularization Details			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Date of Regularization	Select box	Select Date of Regularization
6	Proceeding Order Number	Data entry	Enter Proceeding Order Number
7	Proceeding Order Date	Select box	Select Proceeding Order Date
8	Remarks	Data entry	Enter Remarks

e-Service Book Guidelines

SR Event>> Probation:

➤ **Probation:**

The screenshot shows a web application interface for the 'SR Event > Probation' section. The main form is titled 'Probation Details' and includes the following fields and controls:

- Effective Date of Declaration:** A date picker set to 20.
- Probation From Date (DDMMYY):** A date input field.
- Probation To Date (DDMMYY):** A date input field.
- Date of declaration of probation (DDMMYY):** A date input field.
- Upload Order:** A button labeled 'Browse...' with a note 'No file selected.'
- Department:** A dropdown menu with 'SELECT' as the current selection.
- Post:** A dropdown menu with 'SELECT' as the current selection.
- Expenditure:** A dropdown menu with 'SELECT' as the current selection.
- Serial No.:** A dropdown menu with 'SELECT' as the current selection.
- Preceding number:** A text input field.
- If yes, then reason for extension:** A text area.
- Save:** A green button at the bottom right of the form.

The interface is displayed on a tablet device, with a keyboard visible at the bottom of the screen.

e-Service Book Guidelines

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Probation Details			
1	Probation From Date (DD/MM/YYYY)	Select box	Select Probation From (DD/MM/YYYY)
2	Probation To Date (DD/MM/YYYY)	Select box	Select Probation To (DD/MM/YYYY)
3	Date of declaration of prob. (DD/MM/YYYY)	Select box	Select Date of declaration of prob. (DD/MM/YYYY)
4	Department	Drop down	Select Nature of Increment/ Incentive
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
8	Proceeding number	Data entry	Proceeding number
9	Extension If any.	Drop down	Extension If any.
10	Reason for extension	Drop down	Reason for extension
11	Remarks	Data entry	Remarks

e-Service Book Guidelines

➤ Change-in-pay: Annual Increment

Employee has to enter the annual increment details by selecting the Annual increment in Type of Pay drop down. In this dialogue box, details like PRC type, year, scale, increment, Actual pay, effective date, date on which increment is due, date of monetary benefit are to be filled. Once all the details are filled up in this section, employee should save the data.

The screenshot shows a software interface for entering annual increment details. The main window is titled 'Annual Increment'. It features a 'Type of Pay' dropdown menu with 'Annual Increment' selected. Below this, there are several input fields and dropdown menus: 'PRC Type' (SELECT), 'PRC Year' (SELECT), 'Pay Scale' (SELECT), 'Increment' (SELECT), 'Actual Pay' (text field), 'Effective Date' (text field), 'Date on which increment is due' (text field), and 'Date of monetary benefit' (text field). A green 'Save' button is positioned at the bottom right of the form area.

e-Service Book Guidelines

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Annual Increment			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Increment	Read only	Auto Populated
6	Actual Pay	Read only	Auto Populated
7	Effective Date	Select box	Select Effective Date
8	Date on which next increment due	Select box	Select Date on which next increment due
9	Date of monetary benefit	Select box	Select Date of monetary benefit

e-Service Book Guidelines

b) Revised on pay fixation					
1	Effective Date	Select box	Select Effective Date		
2	PRC Type	Drop down	Select PRC Type		
3	Year	Drop down	Select Year		
4	Pay Scale	Drop down	Select Pay Scale		
5	Basic pay	Drop down	Select Basic pay		
6	Remarks	Data entry	Enter Remarks		

e-Service Book Guidelines

➤ Change-in-pay: Automatic Advancement Scheme

Next option in Type of pay is Automatic advancement scheme. In this, details like type of automatic advance, post, time scale and other details are to be filled by the employee. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Automatic Advancement Scheme			
1	Type of Automatic Advance	Drop down	Select Type of Automatic Advance
b) Automatic Advancement Scheme From /To			
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch

e-Service Book Guidelines

4	Post		Drop down	Select Post
5	PRC Type		Drop down	Select PRC Type
6	PRC Year		Drop down	Select PRC Year
7	Pay scale		Drop down	Select Pay scale
8	Basic Pay		Drop down	Select Basic Pay
9	To Effective Date		Select box	Select To Effective Date
b) Revised on pay fixation				
1	Effective Date		Select box	Select Effective Date
2	PRC Type		Drop down	Select PRC Type
3	Year		Drop down	Select Year
4	Pay Scale		Drop down	Select Pay Scale
5	Basic pay		Drop down	Select Basic pay
6	Remarks		Data entry	Enter Remarks

e-Service Book Guidelines

➤ Change-in-pay: Step Up

Likewise, step up and step down options are also available. For both the options, same type of fields is available to enter the data. The related screen shots are shown below. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Step Up From /To			
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post

e-Service Book Guidelines

5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
b) With whom the pay is stepped up : (If Employee HRMS ID not exists, then enter all 9's. Ex: 99999999)			
1	Employee HRMS ID	Data entry	Enter Employee HRMS ID
2	Employee Name	Data entry	Enter Employee Name
3	Designation	Data entry	Enter Designation
4	Remarks	Data entry	Enter Remarks
c) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

e-Service Book Guidelines

➤ Change-in-pay: Step Down

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Step Up From /To			
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay

e-Service Book Guidelines

b) Revised on pay fixation	Effective Date	Select box	Select Effective Date
1	PRC Type	Drop down	Select PRC Type
2	Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic pay	Drop down	Select Basic pay
5	Remarks	Data entry	Enter Remarks
6			

e-Service Book Guidelines

➤ Change-in-pay: Specific Order

Specific Order is another type of Pay in which details like nature of increment, PRC type, year, pay scale, basic pay, no. of increments, rate of increment, effective from and to dates are to be filled. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Specific order			
1	Nature of Increment/Incentive	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule

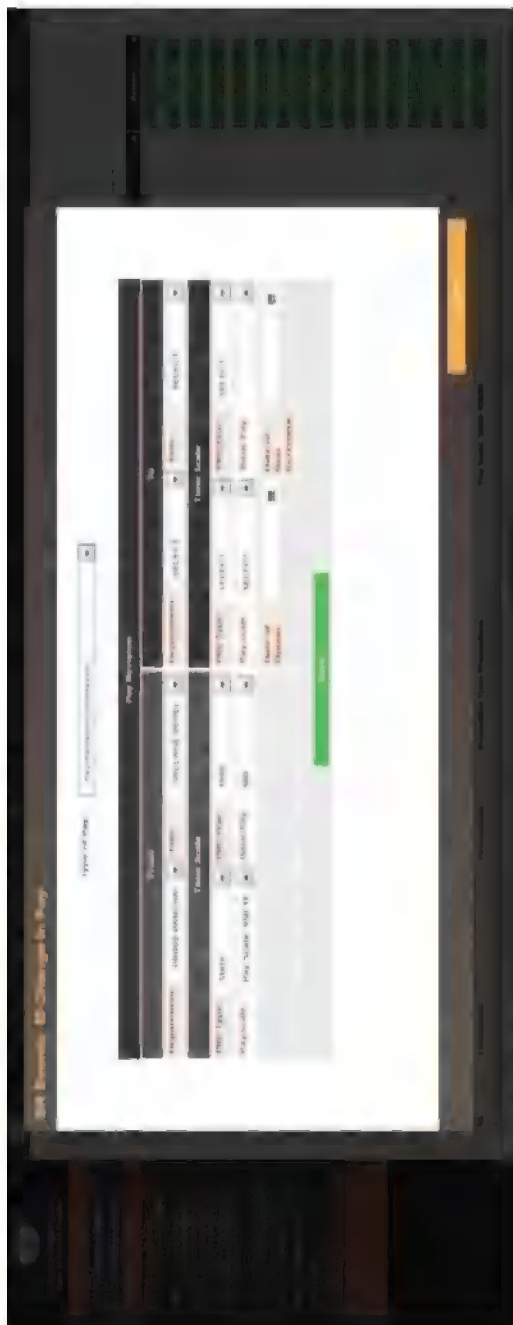
e-Service Book Guidelines

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
9	No. of Increments	Drop down	Select No. of Increments
10	Rate of Increment	Data entry	Enter Rate of Increment
11	Effective From	Select box	Select Effective From
12	To Date	Read only	31/12/9999
13	Remarks	Data entry	Enter Remarks
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ Change-in-pay: Pay Revision Commission

e-Service Book Guidelines

Pay revision commission details like department, post name, time scale are to be filled under this section. Once all the details are filled up in this section, employee should save the data.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Pay Revision Commission From / To			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay

e-Service Book Guidelines

b) Pay Revision Commission To					
1	Date of Option	Select box	Select Date of Option		
2	Date of Next Increment	Select box	Select Date of Next Increment		
3	PRC Effective Date	Select box	Select PRC Effective Date		
4	Date of monetary benefit	Select box	Select Date of monetary benefit		
c) Revision of pay fixation					
1	Effective Date	Select box	Select Effective Date		
2	PRC Type	Drop down	Select PRC Type		
3	Year	Drop down	Select Year		
4	Pay Scale	Drop down	Select Pay Scale		
5	Basic pay	Drop down	Select Basic pay		
6	Remarks	Data entry	Enter Remarks		

Depending upon the type of pay fixation, relevant type has to be selected. i.e, FR-22 a(i), FR-31(2), FR-22 a(iv), Preponement of Increment, FR- 22(B), FR-22 (b), 6 g(i) etc.. and the pay fixation details shall be entered in the relevant fields.

e-Service Book Guidelines

8	Basic Pay	Drop down	Select Basic Pay
9	Effective date	Select box	Select Effective date
b) Revision of pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ Change in Pay: FR -26 (aa) Notional Increment

91 Example: Change in Pay

Notional Increment

Type of Pay: Regular, Adhoc, Special

PRC Type: Regular, PRC Year: 2019

Pay Scale: 14 (B)-10000 Grade: XUB, Basic Pay: 98450.1

Increment: 42200.00

Effective Date: 01/01/2021

USE OF VARIOUS NOTIONAL INCREMENT

Increment paid due to Separate Station

PRC Type: Regular, Year: 2019, PRC Year: 2019, Pay Scale: 14 (B)-10000 Grade: XUB

Results: 98450.1

Save

e-Service Book Guidelines

Sl. No	Column (Field) Name	Type of Field	Remarks
a) FR -26 (aa)-Notional Increment			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Increment	Read only	Auto Populated
6	Actual Pay	Read only	Auto Populated
7	Effective Date	Select box	Select Effective Date
8	Date on which next increment due	Select box	Select Date on which next increment due
9	Date of monetary benefit	Select box	Select Date of monetary benefit
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

e-Service Book Guidelines

Change in Pay: Pay change (undefined)

Here details of consolidated pay, if any, drawn by the employee in the initial period of the service / apprentice period etc.. shall be entered.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) FR -26 (aa)-Notional Increment			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay	Data entry	Enter Pay
4	Effective Date	Select box	Select Effective Date
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type

e-Service Book Guidelines

3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ Change in Pay: Conversion from Apprenticeship to Regular Timescales

When the employee is migrated into regular time scale from consolidated pay etc., relevant details are to be filled here.

The screenshot shows a web-based form titled "Conversion from Apprenticeship to Regular Timescales". The form is divided into two main sections: "From Apprenticeship Pay" and "To Regular".

From Apprenticeship Pay:

- PRC Type: SELECT
- PRC Year: SELECT
- Department: SELECT
- PRC Scale: SELECT
- PRC Basic Pay: SELECT
- PRC Date: SELECT
- PRC Remarks: TEXT AREA

To Regular:

- PRC Type: SELECT
- PRC Year: SELECT
- Department: SELECT
- PRC Scale: SELECT
- PRC Basic Pay: SELECT
- PRC Date: SELECT
- PRC Remarks: TEXT AREA

At the bottom, there is a "Period on Reg. Scale" section with a date range selector and a "Save" button.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Conversion from Apprenticeship to Regular Timescales From / To			
1	PRC Type	Drop down	Select PRC Type

e-Service Book Guidelines

2	PRC Year	Drop down	Select PRC Year
3	Pay	Data entry	Enter Pay
4	Effective Date	Select box	Select Effective Date
b) To Regular Pay			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
c) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ Change in Pay: Career Advancement Scheme

The details of CAS sanctioned to the employees drawing UGC / AICTE / JUDICIAL OFFICERS need to be entered here.

[illegible]

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Career Advancement Scheme			
1	Number of years of Service completed	Drop down	Select PRC Type
2	Number of years relaxed for CAS	Drop down	Select PRC Year
b) Career Advancement Scheme From / To			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	Year	Drop down	Select Year

e-Service Book Guidelines

7	Pay Scale	Drop down	Select Pay Scale
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e-Service Book Guidelines

8	Basic pay	Drop down	Select Basic pay
9	Effective Date	Select box	Select Effective Date
c) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

SR Event>> Leaves Availed:

Employee has to enter his/her Leaves Availed details as per the service register. He/she has to add the leave availed details in this eService register from time to time. There are eleven types of leaves available in "Leave Type" like EL, HPL, EOL, Maternity, Paternity, Study, Child care, Commuted, Leave not due, Special Disability, and Special Casual leave.

Employee selects the Leave Type and enter the leave availed from date, to date, total no. of days, no. of days prefix/suffix and reasons for leave.

Once all the details are filled up in this section, employee should save the data

e-Service Book Guidelines

The screenshot shows a web form for 'e-Service Book Guidelines'. The form has a header bar with the title 'e-Service Book Guidelines' and a logo. Below the header, there are several input fields: 'Leave Type' (a dropdown menu), 'Start/End Date / Period' (a dropdown menu), 'Availed From Date' (a dropdown menu), 'Availed To Date' (a dropdown menu), 'Total no. of days' (a read-only field), 'No. of days Prefix' (a dropdown menu), 'No. of days Suffix' (a dropdown menu), and 'Total leaves availed (in days)' (a read-only field). At the bottom right of the form, there is a green 'Submit' button.

Sl. No	Column (Field) Name	Type of Field	Remarks
1	Leave Type	Drop down	Select Leave Type
2	Availed From Date	Select box	Select Availed From Date
3	Availed To Date	Select box	Select Availed To Date
4	Total no. of days	Read only	Auto populate Total no. of days
5	No. of days Prefix	Drop down	Select No. of days Prefix
6	No. of days Suffix	Drop down	Select No. of days Suffix
7	Total leaves availed (in days)	Read only	Auto populate Total leaves availed days)
8	Reasons/Remarks	Data entry	Enter Reasons/Remarks

ii. SR Event>>Transfers:

Employee has to enter his/her Transfer details as per the service register. There are four options available in "Type of Transfer" like General Transfer, Foreign Service, Transfer on promotion and Transfer of Reversion. If employee selects any "Type of Transfer" from the drop down, then the respective fields will be visible for data entry.

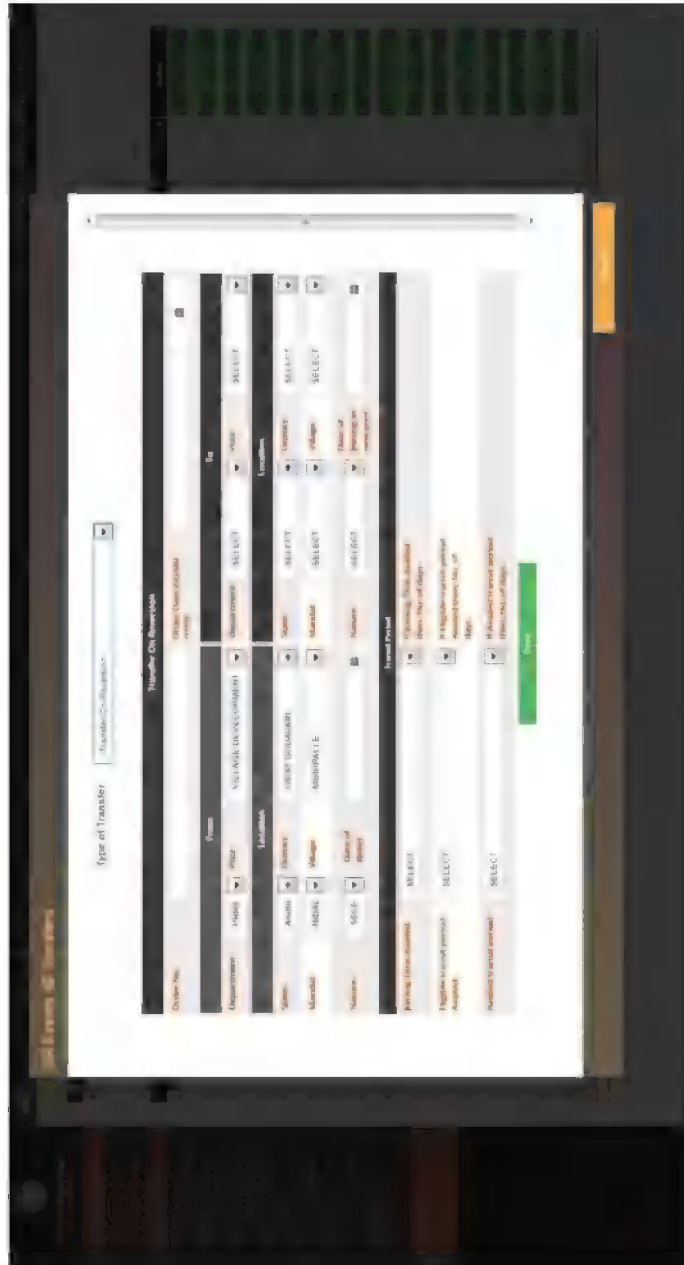
e-Service Book Guidelines

3	Order Date	Select box	Select Order Date
b) General Transfer details From / To			
1	State	Drop down	Select State
2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joining
c) Transit Period			
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
3	Availed transit period	Drop down	Select Availed transit period
4	Remarks	Data entry	Enter Remarks

e-Service Book Guidelines

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in post	Select box	Select Date of Relief / Date of Joining in new post
c) Transit Period			
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed

e-Service Book Guidelines

➤ Transfers: Transfer On Reversion

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Transfer On Reversion			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Transfer On Reversion From / To			
1	Department	Drop down	Select Nature of Increment/Incentive

e-Service Book Guidelines

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in post	Select box	Select Date of Relief / Date of Joining new post
c) Transit Period			
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
3	Availed transit period	Drop down	Select Availed transit period
4	Remarks	Data entry	Enter Remarks

e-Service Book Guidelines

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in post	Select box	Select Date of Relief / Date of Joining new post
c) Transit Period			
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
3	Availed transit period	Drop down	Select Availed transit period
4	Remarks	Data entry	Enter Remarks

e-Service Book Guidelines

➤ Promotions: Appointment by Transfer

When the employee is promoted which involves change of service of rules from lower post to promoted post, It is called Appointment by transfer and the employee has to choose Appointment By Transfer option.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Appointment by Transfer From / To			
1	If it is Appointment by Transfer, the	Drop down	Select If it is Appointment by Transfer then
2	Date of promotion order	Drop down	Select Date of promotion order
3	Department	Drop down	Select Nature of Increment/Incentive
4	Service Rule	Drop down	Select Service Rule
5	Class / Branch	Drop down	Select Class / Branch
6	Post	Drop down	Select Post

e-Service Book Guidelines

7	PRC Type	Drop down	Select PRC Type
8	PRC Year	Drop down	Select Year
9	Pay Scale	Drop down	Select Pay Scale
10	Basic Pay	Drop down	Select Basic Pay
11	Date of Relief /Date of Joining	Select box	Select Date of Relief /Date of Joining
12	Relief Time	Select box	Select Relief Time
13	Joining Time	Select box	Select Joining Time
14	State	Drop down	Select State
15	District	Drop down	Select District
16	Mandal	Drop down	Select Mandal
17	Village	Drop down	Select Village
19	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
20	Org. Unit	Drop down	Select Org. Unit
21	Position	Drop down	Select Position
22	Pin code	Data entry	Enter pin code
23	Joining Time Availed	Drop down	Select Joining Time Availed
24	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
25	Availed transit period	Drop down	Select Availed transit period
26	Remarks	Data entry	Enter Remarks
27	Pay Fixation Date	Select box	Select Pay Fixation Date
28	Next Increment Date	Select box	Select Next Increment Date

e-Service Book Guidelines

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select Year
7	Pay Scale	Drop down	Select Pay Scale
8	Basic Pay	Drop down	Select Basic Pay
9	Date of Relief /Date of Joining	Select box	Select Date of Relief /Date of Joining
10	Relief Time	Select box	Select Relief Time
11	Joining Time	Select box	Select Joining Time
12	State	Drop down	Select State
13	District	Drop down	Select District
14	Mandal	Drop down	Select Mandal
15	Village	Drop down	Select Village
16	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
17	Org. Unit	Drop down	Select Org. Unit
18	Position	Drop down	Select Position
19	Pin code	Data entry	Enter pin code
20	Joining Time Availed	Drop down	Select Joining Time Availed
21	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
22	Availed transit period	Drop down	Select Availed transit period

e-Service Book Guidelines

23	Remarks	Data entry	Enter Remarks
24	Pay Fixation Date	Select box	Select Pay Fixation Date
25	Next Increment Date	Select box	Select Next Increment Date

SR Event>>Deputation:

> Deputation: Foreign Service

The screenshot shows a web-based form titled "Foreign Service Details". It contains several sections for data entry:

- Period of Foreign Service:** Includes "From" and "To" date pickers.
- Transfer Period:** Includes "Joining time available" and "Eligible interval of" pickers.
- Other Fields:** Includes "Date of Release (DDMM/YYYY)", "Extension Date, if any (DDMM/YYYY)", "Extension order, if any (upload scanned file)", "Date of Completion (DDMM/YYYY)", "Extension order, if any (upload scanned file)", "Date of Supply (DDMM/YYYY)", "Transfer value contribution", and "Transfer Period".

Sl. No	Column (Field) Name	Type of Field	Remarks
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e-Service Book Guidelines

a) Foreign Service					
1	Organisation name				
2	Order No.		Data entry		Enter Order No.
3	Order Date		Select box		Select Order Date
b) Period of foreign service					
1	From		Select box		Select From Date
2	To		Select box		Select To Date
3	Date of relieving (DD/MM/YYYY)		Select box		Select Date of relieving (DD/MM/YYYY)
4	Extension date, if any (DD/MM/YYYY)		Select box		Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)		Select box		Select Date of rejoining (DD/MM/YYYY)
6	Date of completion (DD/MM/YYYY)		Select box		Select Date of completion (DD/MM/YYYY)
c) Transit period					
1	Joining time availed?		Drop down		Select Joining time availed?
2	If joining time availed, then no. of days		Drop down		Select If joining time availed, then no. of days
3	Eligible for transit period?		Drop down		Select Eligible for transit period?
4	If Eligible, then no. of days		Drop down		Select If Eligible, then no. of days
5	Transit period availed?		Drop down		Select Transit period availed?
6	If transit availed, then no. of days		Drop down		Select If transit availed, then no. of days
d) Foreign Service Period Details					
1	Whether LSC/PC applicable?		Drop down		Select Whether LSC/PC applicable

e-Service Book Guidelines

a) Govt. of India					
1	Organisation name				
2	Order No.		Data entry		Enter Order No.
3	Order Date		Select box		Select Order Date
b) Period Details					
1	From		Select box		Select From Date
2	To		Select box		Select To Date
3	Date of relieving (DD/MM/YYYY)		Select box		Select Date of relieving (DD/MM/YYYY)
4	Extension date, if any (DD/MM/YYYY)		Select box		Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)		Select box		Select Date of rejoining (DD/MM/YYYY)
6	Date of completion (DD/MM/YYYY)		Select box		Select Date of compl (DD/MM/YYYY)
c) Transit period					
1	Joining time availed?		Drop down		Select Joining time availed?
2	If joining time availed, then no. of days		Drop down		Select If joining time availed, then no. of days
3	Eligible for transit period?		Drop down		Select Eligible for transit period?
4	If Eligible, then no. of days		Drop down		Select If Eligible, then no. of days
5	Transit period availed?		Drop down		Select Transit period availed?
6	If transit availed, then no. of days		Drop down		Select If transit availed, then no. of days
d) Foreign Service Period Details					
1	Whether LSC/PC applicable?		Drop down		Select Whether LSC/PC applicable

e-Service Book Guidelines

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➤ Deputation: Central PSU

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Central PSU			

e-Service Book Guidelines

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YYYY)
4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

e-Service Book Guidelines

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➤ Deputation: State PSU

The screenshot shows a web application for 'Deputation: State PSU'. It features a 'New Deputation' button and a 'Deputation Details' section. The details include:

- Organisation name: SELECT
- Order No.: ORDER DATE CHANGABLE
- Date of Reporting (DD/MM/YYYY): SELECT
- Date of Completion (DD/MM/YYYY): SELECT
- Submission order: SELECT
- File upload: Upload Images (Maximum 10 MB)
- Leave salary contribution: SELECT
- Date of Reporting (DD/MM/YYYY): SELECT
- Reporting time worked: SELECT
- Reporting time worked: SELECT
- Reporting time worked: SELECT

Sl. No	Column (Field) Name	Type of Field	Remarks
a) State PSU			

e-Service Book Guidelines

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YYYY)
4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/YYYY)
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of completion (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of days	Drop down	Select If joining time availed, then no. of days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of days
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

e-Service Book Guidelines

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YYYY)
4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/YYYY)
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of days	Drop down	Select If joining time availed, then no. of days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of days
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

e-Service Book Guidelines

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Wh LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➤ Deputation: State Autonomous Body

The screenshot shows a web-based form for deputation to a State Autonomous Body. The form is titled "Deputation: State Autonomous Body" and includes the following fields:

- Organisation name:** A dropdown menu with "State Autonomous Body" selected.
- Type:** A dropdown menu with "Deputation" selected.
- Period of Foreign Service:** A date range selector from "From" to "To".
- Date of Completion:** A date selector.
- Confirmation status:** A dropdown menu with "Confirmed" selected.
- Confirmation date:** A date selector.
- Confirmation time:** A time selector.
- Confirmation place:** A dropdown menu with "State Autonomous Body" selected.
- Confirmation reason:** A dropdown menu with "Deputation" selected.
- Confirmation remarks:** A text area.
- Confirmation status:** A dropdown menu with "Confirmed" selected.
- Confirmation date:** A date selector.
- Confirmation time:** A time selector.
- Confirmation place:** A dropdown menu with "State Autonomous Body" selected.
- Confirmation reason:** A dropdown menu with "Deputation" selected.
- Confirmation remarks:** A text area.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) State Autonomous Body			
1	Organisation name	Data entry	Enter Organisation name

e-Service Book Guidelines

2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YYYY)
4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/YYYY)
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of completion (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of days	Drop down	Select If joining time availed, then no. of days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of days
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable
2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?

e-Service Book Guidelines

3	Remarks	Data entry	Enter Remarks
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➤ Deputation: Other Govt. Departments / Office

The screenshot shows a web application for deputation. At the top, there's a header with 'e-Service Book' and 'Deputation: Other Govt. Departments / Office'. Below this, there's a form with several fields: 'Organisation name', 'Order No.', 'Date of relieving (DD/MM/YYYY)', 'Name of relieving (DD/MM/YYYY)', 'From', 'To', and 'Date of relieving (DD/MM/YYYY)'. There are also dropdown menus for 'Period Details' and 'Period Details'. A 'Period Details' button is visible at the bottom right of the form.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Other Govt. Departments / Office			
1	Organisation name	Data entry	Enter Organisation name
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YYYY)

e-Service Book Guidelines

4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/YYYY)
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of days	Drop down	Select If joining time availed, then no. of days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of days
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable
2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

e-Service Book Guidelines

Please select the Reason for Reversion (Admin grounds / at Request) in the drop down menu and proceed with the filling up of the relevant fields

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reversion on Administrative Grounds From / To			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule

e-Service Book Guidelines

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	Date of Relieving / Date of Joining		
b) Change in pay			
10	PRC Type	Drop down	Select PRC Type
11	PRC Year	Drop down	Select Year
12	Pay Scale	Drop down	Select Pay Scale
13	Basic Pay	Drop down	Select Basic Pay
14	Remarks	Data entry	Enter Remarks

SR Event>>Compulsory Wait:

➤ **Compulsory Wait:**

e-Service Book Guidelines

Whenever there is a delay in issue of posting / re-posting orders to the employee due to administrative delays, such period will be regularized through sanction of compulsory wait by the Government on application by the employee.

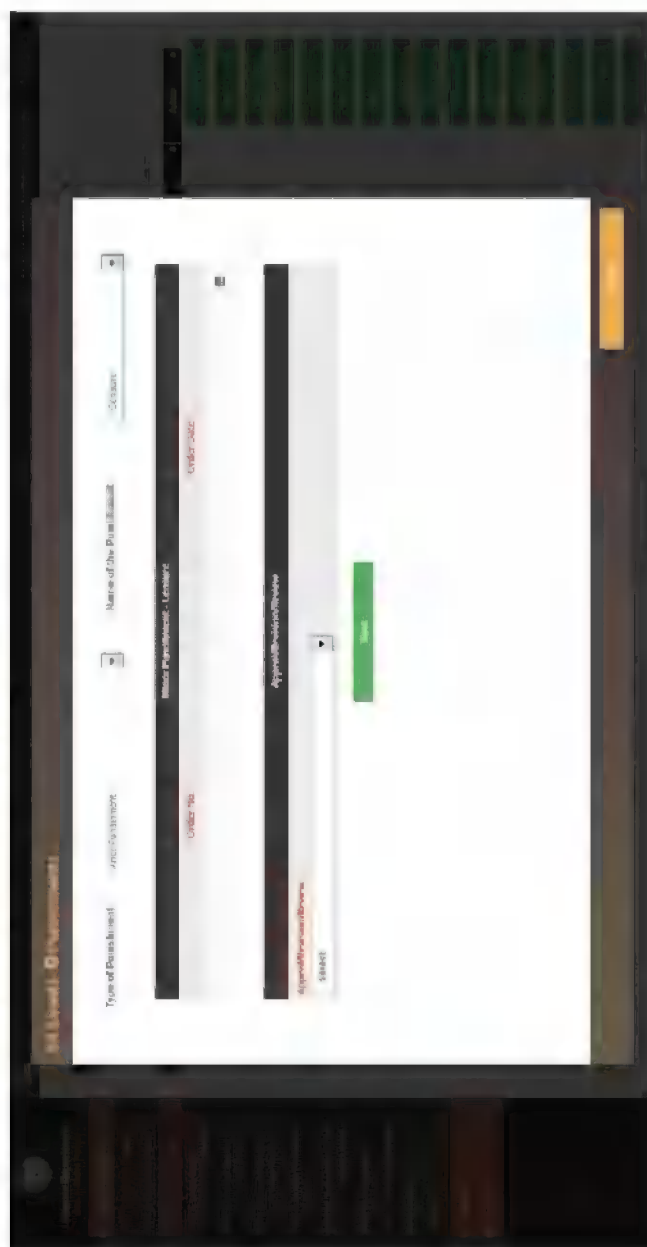
Sl. No	Column (Field) Name	Type of Field	Remarks
a) Compulsory Wait			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Compulsory Wait From / To			

e-Service Book Guidelines

3	Department	Drop down	Select Nature of Increment/Incentiv
4	Service Rule	Drop down	Select Service Rule
5	Class / Branch	Drop down	Select Class / Branch
6	Post	Drop down	Select Post
7	Date	Select box	Select Box
8	Remarks	Data entry	Enter Remarks

SR Event>> Punishments:

Details of Major / minor punishments awarded to the employee are to be entered under this column.

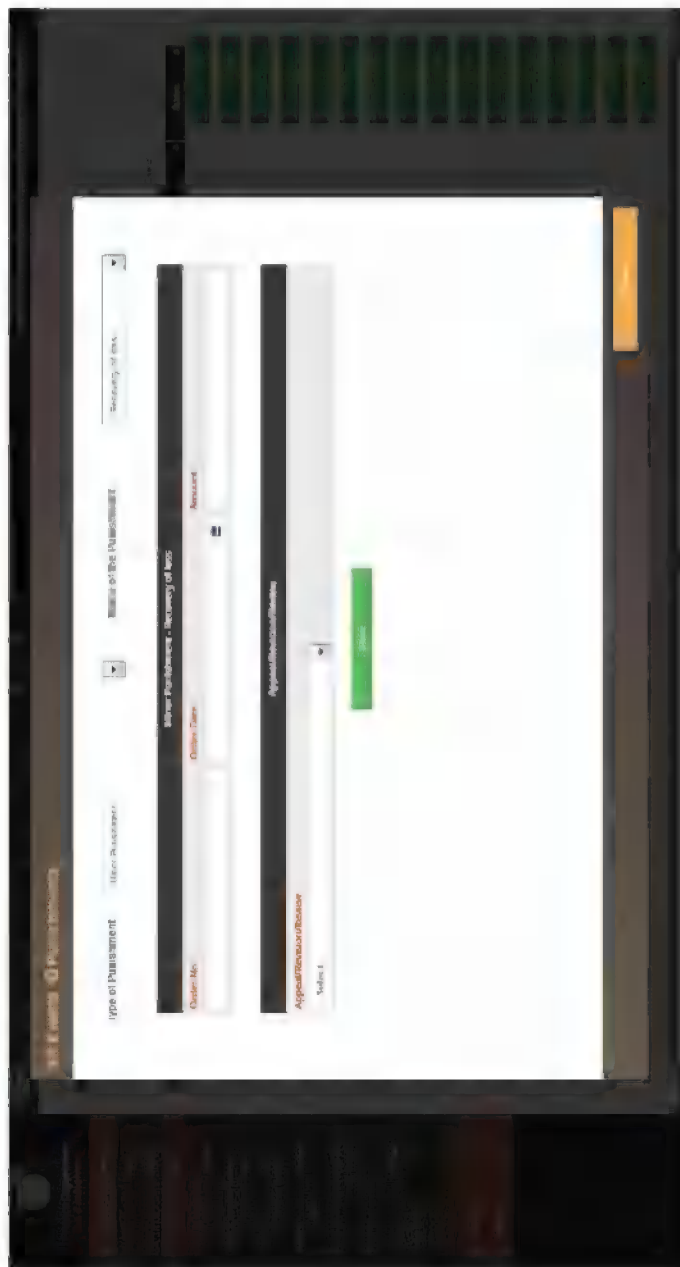
➤ Punishments: Minor Punishment-Censure

e-Service Book Guidelines

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Censure			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

➤ Punishments: Minor Punishment>Recovery of loss

e-Service Book Guidelines



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Recovery of loss			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Amount	Data entry	Enter Amount
b) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

e-Service Book Guidelines

➤ Punishments: Minor Punishment>Suspension as penalty

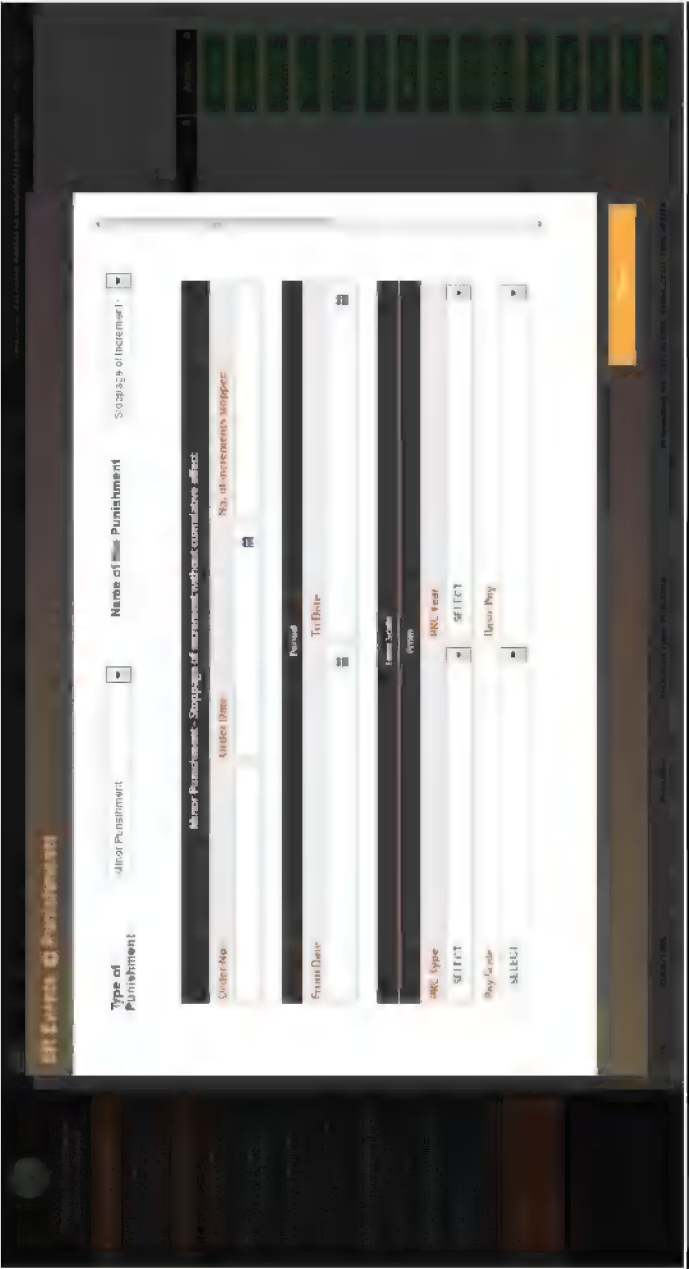
The screenshot shows a web application interface for recording a minor punishment. The title bar reads 'Minor Punishment - Suspension as penalty'. Below the title, there are four input fields, each with a 'Select' button: 'Order No.', 'Order Date', 'From Date', and 'To Date'. To the right of these fields is a 'Remarks' text area. At the bottom right, there is a green 'Submit' button. The interface is displayed on a laptop screen.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension as penalty			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Suspension Period			
3	From Date	Select box	Select From Date
4	To Date	Select box	Select To Date

e-Service Book Guidelines

c) Appeal/Revision/Review				
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review	
2	Remarks	Data entry	Enter Remarks	

➤ Punishments: Minor Punishment> Stoppage of increment without cumulative effect



Sl. No	Column (Field) Name	Type of Field	Remarks
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e-Service Book Guidelines

a) Stoppage of increment without cumulative effect					
1	Order No.	Data entry	Enter Order No.		
2	Order Date	Select box	Select Order Date		
3	No. of increments stopped	Data entry	Enter No. of increments stopped		
b) Period					
1	From Date	Select box	Select From Date		
2	To Date	Select box	Select To Date		
c) Time Scale					
1	PRC Type	Drop down	Select PRC Type		
2	PRC Year	Drop down	Select Year		
3	Pay Scale	Drop down	Select Pay Scale		
4	Basic Pay	Drop down	Select Basic Pay		
5	Rate of Increment	Data entry	Enter Rate of Increment		
d) Appeal/Revision/Review					
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review		
2	Remarks	Data entry	Enter Remarks		

➤ Punishments: Minor Punishment> Reduction of pay without effect on future increments

e-Service Book Guidelines

The screenshot shows a web-based form for 'Minor Punishment - Reduction of pay without cumulative effect'. The form is titled 'e-Service Book Guidelines' and 'Minor Punishment - Reduction of pay without cumulative effect'. It includes the following fields:

- Type of Punishment:** A dropdown menu with 'Minor Punishment' selected.
- Order No.:** A text input field.
- Order Date:** A date input field.
- No. of increments stopped:** A text input field.
- From Date:** A date input field.
- To Date:** A date input field.
- PRC Year:** A text input field.
- Pay Scale:** A dropdown menu with 'SELECT' selected.
- Remarks:** A text input field.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reduction of pay without cumulative effect			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date
2	To Date	Select box	Select To Date
c) Time Scale			
1	PRC Type	Drop down	Select PRC Type

e-Service Book Guidelines

2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

➤ Punishments: Major Punishment>Stoppage of increments with cumulative effect

The screenshot displays a web-based form titled "Major Punishment - Stoppage of increments with cumulative effect". The form is organized into several sections:

- Header Section:** Includes a "Type of Punishment" dropdown menu, a "Major of Basic Punishment" dropdown, and a "Stoppage of increments with" dropdown.
- Form Fields:**
 - PRC Year:** A dropdown menu with "Select Year" as the placeholder.
 - Pay Scale:** A dropdown menu with "Select Pay Scale" as the placeholder.
 - Basic Pay:** A dropdown menu with "Select Basic Pay" as the placeholder.
 - Remarks:** A text area for entering remarks, with a "Data entry" label below it.
- Buttons:** There are "Cancel" and "Save" buttons at the bottom of the form.

e-Service Book Guidelines

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Stoppage of increments with cumulative effect			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date
2	To Date	Select box	Select To Date
c) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Rate of Increment	Data entry	Enter Rate of Increment
d) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

e-Service Book Guidelines

2	To Date	Select box	Select To Date
c) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Rate of Increment	Data entry	Enter Rate of Increment
d) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

e-Service Book Guidelines

b) From / To				
1	Department	Drop down	Select Nature of Increment/Incentiv	
2	Service Rule	Drop down	Select Service Rule	
3	Class / Branch	Drop down	Select Class / Branch	
4	Post	Drop down	Select Post	
c) Time Scale From / To				
1	PRC Type	Drop down	Select PRC Type	
2	PRC Year	Drop down	Select Year	
3	Pay Scale	Drop down	Select Pay Scale	
4	Basic Pay	Drop down	Select Basic Pay	
5	Pay Fixed at	Data entry	Enter Pay Fixed at	
6	Date of Effect	Select box	Select Date of Effect	
7	Restoration Date	Select box	Select Restoration Date	
d) Appeal/Revision/Review				
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review	

e-Service Book Guidelines

➤ Punishments: Major Punishment-Compulsory Retirement

The screenshot shows a web-based form titled "Major Punishment - Compulsory Retirement". The form is divided into several sections:

- Header:** Includes "Type of Punishment" (Major Punishment), "Major of the Punishment", and "Major of the Punishment".
- Form Fields:**
 - Order No.:** A text input field.
 - Date of Punishment:** A date picker.
 - Major Punishment:** A dropdown menu.
 - Major of the Punishment:** A dropdown menu.
 - Date of Order:** A date picker.
 - Date of Relief / Compulsory Retirement:** A date picker.
- Remarks:** A large text area for entering remarks.
- Signature:** A section for the official's signature.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment - Compulsory Retirement			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retirement	Select box	Select Date of Relief / Compulsory Retirement

e-Service Book Guidelines

4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

e-Service Book Guidelines

➤ Punishments: Major Punishment> Removal

The screenshot shows a web-based form titled "Major Punishment - Removal". The form is divided into several sections:

- Type of Punishment:** A dropdown menu.
- Major Punishment:** A dropdown menu.
- Name of the Punishment:** A dropdown menu.
- Order No.:** A text input field.
- Under Usage:** A dropdown menu.
- Department:** A dropdown menu.
- Major:** A dropdown menu.
- Info:** A dropdown menu.
- Pay Type:** A dropdown menu.
- Pay Year:** A dropdown menu.
- Pay Scale:** A dropdown menu.
- Pay Band:** A dropdown menu.
- Approval/Revision/Review:** A section with a dropdown menu and a "Save" button.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment - Removal			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retirement	Select box	Select Date of Relief / Compu Retirement

e-Service Book Guidelines

4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

e-Service Book Guidelines

➤ Punishments: Major Punishment>Dismissal

The screenshot shows a web-based form titled "Major Punishment - Dismissal". The form is divided into several sections:

- Top Section:** Includes a "Type of Punishment" dropdown menu, a "Major Punishment" dropdown menu, a "Name of the Punishment" dropdown menu, and a "Date of Report" dropdown menu.
- Order No. Section:** Includes a "Order No." dropdown menu, a "Order Date" dropdown menu, and a "Date of Relief / Compulsory Retirement" dropdown menu.
- Department Section:** Includes a "Department" dropdown menu and a "Service Rule" dropdown menu.
- Remarks Section:** A large text area for entering remarks.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment - Dismissal			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retirement	Select box	Select Date of Relief / Compu Retirement
4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule

e-Service Book Guidelines

6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

SR Event>> Suspensions:

There are two columns under this

- a) Suspension Ordered
- b) Suspension Regularised

The employee has to select any one of the above two options in the drop down menu and proceed to enter the relevant data relating to Suspension.

e-Service Book Guidelines

➤ Suspensions: Suspension Ordered.

The screenshot shows a web application for managing service books. The top navigation bar includes 'e-Service Book' and 'Suspension Ordered'. The main content area is titled 'Suspension Ordered' and contains several sections:

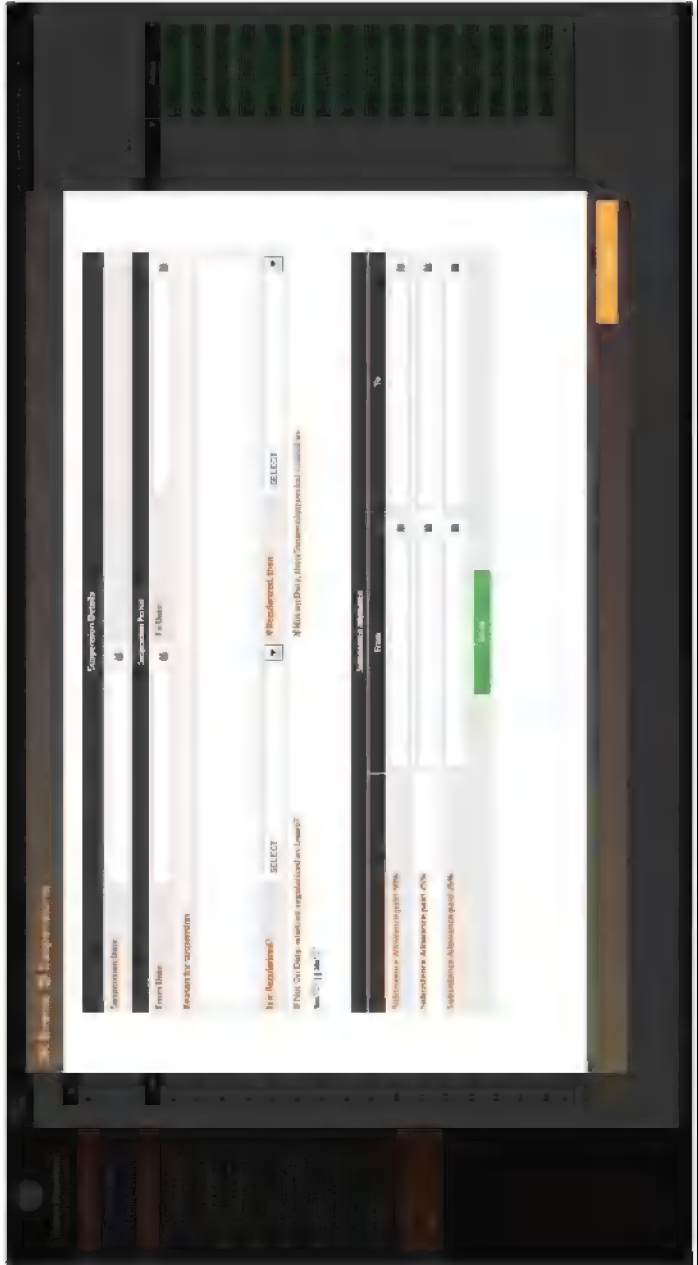
- Deposition Type:** A dropdown menu with 'Regular (Suspension)' selected.
- Department:** A dropdown menu with 'Regular (Suspension)' selected.
- Period Details:** A section with fields for 'Start Date' (DD/MM/YYYY), 'End Date' (DD/MM/YYYY), and 'Period' (DD/MM/YYYY).
- Subject:** A dropdown menu with 'Regular (Suspension)' selected.
- Remarks:** A text area for entering remarks.
- Buttons:** 'Save', 'Cancel', and 'Print' buttons are visible at the bottom.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Ordered			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Order No.	Data entry	Enter Order No.
6	Order Date	Select box	Select Order Date
7	Order Issuing Authority	Data entry	Enter Order issuing Authority
8	Date of Relief from Duty (DD/MM/Y	Select box	Select Date of Relief from (DD/MM/YYYY)

e-Service Book Guidelines

9	Remarks	Data entry	Enter Remarks
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➤ Suspensions: Suspension Regularised.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Details			
1	Suspension Type	Drop down	Select Nature of Increment/Incentiv
b) Suspension Period			

e-Service Book Guidelines

1	Suspension Date	Select box	Select Suspension Date
2	From Date	Select box	Select From Date
3	To Date	Select box	Select To Date
4	Reason for suspension	Data entry	Enter Reason for suspension
5	Is it Regularized?	Drop down	Select Is it Regularized?
6	If Regularized, then	Drop down	Select If Regularized, then
7	Proceeding No.	Data entry	Enter Proceeding No.
8	Proceeding Date (DD/MM/YYYY)	Select box	Select Proceeding Date (DD/MM/Y
9	If Not On Duty, whether regularize Leave?	Radio button	Click (yes / no) If Not On Duty, wh regularized as Leave?
10	If Not on Duty, then Suspension period treated as	Check box	Check leave category.If Not on then Suspension period treated as
c) Subsistence Allowance			
1	Subsistence Allowance paid 50%	Select box	Select Subsistence Allowance paid
2	Subsistence Allowance paid 75%	Select box	Select Subsistence Allowance paid
3	Subsistence Allowance paid 25%	Select box	Select Subsistence Allowance paid
4	Remarks	Data entry	Enter Remarks

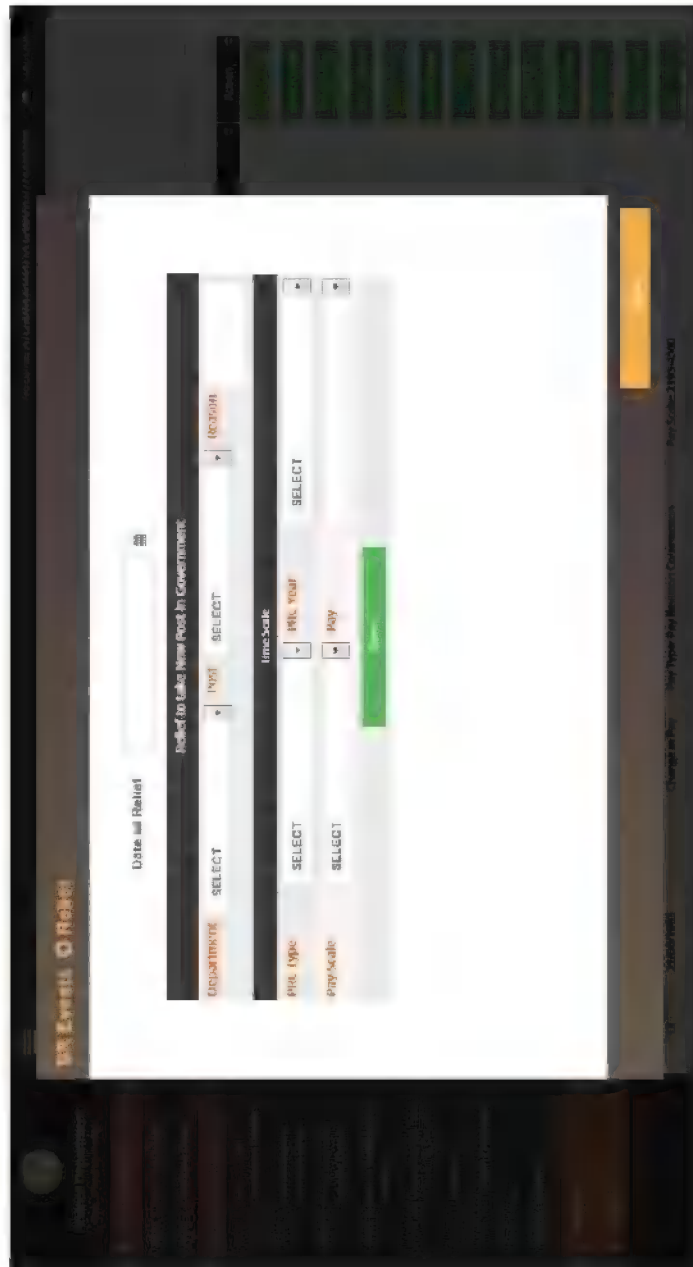
SR Event>>Relief:

There will be different reasons for relief like Discharge, Termination, Resignation, others (like long leave, training etc..)

Employee / DDO has to select the relevant reason and proceed with the data entry.

➤ **Relief:**

e-Service Book Guidelines



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Relief Details			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Reason	Data entry	Enter Data entry

e-Service Book Guidelines

b) Time Scale				
1	PRC Type	Drop down	Select PRC Type	
2	PRC Year	Drop down	Select Year	
3	Apprenticeship (Yes or No)	Drop down	Select Yes or No	
4	Remarks	Data entry	Enter Remarks	

Reappointment:

When an employee working in department is selected to another post through APPSC / Other Govt. recruiting agency and joins the new Post after relief from the old post, the details relating to change to new job are to be entered under this module.

The screenshot shows the 'Re-Appointment' module. It includes a 'Date of Joining' field, a 'Nature' field, a 'Department' field (set to 'PRINCIPAL PANCHAYAT RAJ DEPARTMENT'), a 'Service Rule' field, a 'Post' field, and a 'Time scale' field (set to '2019'). There is also a 'Remarks' field at the bottom. The form is titled 'Re-Appointment Details'.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) ReAppointment Details			
1	Order No.	Data entry	Enter Order No.

e-Service Book Guidelines

2	Order Date	Select box	Select Order Date
3	Date of Joining (DD/MM/YYYY)	Select box	Select Date of Joining (DD/MM/YY)
4	Joining Time	Select box	Select Joining Time
5	Nature	Read only	Select Nature
6	Selection by	Drop down	Select Selection by
7	Department	Drop down	Select Department
8	Service Rule	Drop down	Select Service Rule
9	Class/ Branch	Drop down	Select Class/ Branch
10	Post Category	Drop down	Select Post Category
11	Post	Drop down	Select Post
b) Time Scale			
12	PRC Type	Drop down	Select PRC Type
13	PRC Year	Drop down	Select PRC Year
14	Apprenticeship (Yes or No)	Drop down	Select Apprenticeship (Yes or No)
15	Remarks	Data entry	Enter Remarks

EL Surrendered

The details of annual Surrender leave availed by the employee every year needs to be entered here. Similarly additional surrender leave Availed by Police Personnel also need to be entered here.

e-Service Book Guidelines



Sl. No	Column (Field) Name	Type of Field	Remarks
a) EL Surrender			
1	No. of days Surrender	Data entry	No. of days Surrender
2	Date of Surrender (DD/MM/YYYY)	Data entry	Date of Surrender (DD/MM/YYYY)
3	Leave Availed Period	Drop down	Leave Availed Period
4	Year (YYYY)	Data entry	Year (YYYY)
5	Leave Type to be deducted from	Drop down	Leave Type to be deducted from
6	Remarks	Data entry	Remarks

e-Service Book Guidelines

Repatriation / Surrender

Employees working in foreign service deputation will be either repatriated / surrendered by the foreign employer. Similarly Collector or Other HODs may surrender some of the officers working under them. Such details need to be entered here.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Repatriation / Surrender Details			
1	Type	Drop down	Select Type
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Repatriation / Surrender Details From / To			
1	State	Drop down	Select State
2	District	Drop down	Select District

e-Service Book Guidelines

3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joining
8	Remarks	Data entry	Enter Remarks

Re-instatemnet: Suspension Revoked

When the suspension of the employee is revoked and re-instated to duty, such details need to entered here.

e-Service Book Guidelines

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Revoked			
1	Reinstatement Type	Drop down	Select Reinstatement Type
2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	Order No.	Data entry	Enter Order No.
7	Order Date	Select box	Select Order Date
8	Order issuing Authority	Text area	Enter Order issuing Authority
b) Location Details			
1	State	Drop down	Select State

e-Service Book Guidelines

2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Org unit	Drop down	Select Org unit
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
8	Remarks	Data entry	Enter Remarks

Re-instatemnet:Punishment Revoked

When the punishment awarded to an employee is reviewed and revoked / rescinded by the appellate authority, the details need to be Entetred here.

e-Service Book Guidelines

The screenshot shows a web application for 'e-Service Book'. The main section is titled 'Reinstatement Details'. It contains several input fields and dropdown menus:

- Reinstatement Type:** A dropdown menu with 'SELECT' as the current value.
- Authority which issued revocation orders:** A dropdown menu with 'Authority which issued Punishment orders' as the current value.
- Order No.:** A text input field with 'Order Date (DD/MM/YYYY)' as a placeholder.
- Order Date:** A text input field with 'Order Date (DD/MM/YYYY)' as a placeholder.
- State:** A dropdown menu with 'SELECT' as the current value.
- District:** A dropdown menu with 'District' as the current value.
- Office of Issuing:** A dropdown menu with 'Office of Issuing' as the current value.
- Sub-Office:** A dropdown menu with 'Sub-Office' as the current value.
- Pin Code:** A text input field with 'Pin Code' as a placeholder.
- Mobile No.:** A text input field with 'Mobile No.' as a placeholder.
- Remarks:** A text area with 'Remarks' as a placeholder.

At the bottom of the form, there are two buttons: 'SELECT' and 'SUBMIT'.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Revoked			
1	Reinstatement Type	Drop down	Select Reinstatement Type
2	Punishment Type	Drop down	Select Punishment Type
3	Authority which issued Punishment orders	Data entry	Enter Authority which issued Punishment orders
4	Order No.	Data entry	Enter Order No.
5	Order Date	Select box	Select Order Date
6	Authority which issued revocation orders	Text area	Enter Order issuing Authority
b) Location Details			
1	State	Drop down	Select State

e-Service Book Guidelines

2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Org unit	Drop down	Select Org unit
7	Position	Drop down	Select Position
8	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
9	Remarks	Data entry	Enter Remarks

Reporting back to Duty

Whenever employee reports back to duty after training, return from long leave, the details need to entered here.

e-Service Book Guidelines

The screenshot shows a web-based form titled 'Reporting back to Duty'. It is divided into two main parts. The top part, 'Reporting back to Duty From', contains dropdown menus for 'Department' and 'Class/ Branch', and input fields for 'From date', 'Date of Reporting', and 'Order Date'. The bottom part, 'Reporting back to Duty Details', contains dropdown menus for 'Long Leave', 'Service Rule', 'Post', 'To Date', and 'Order No.'. A green 'Save' button is located at the bottom right of the form.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reporting back to Duty			
1	Reporting back to Duty From	Drop down	Select Reporting back to Duty From
2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	From date	Select box	Select From date
7	To Date	Select box	Select To Date
8	Date of Reporting	Select box	Select Date of Reporting
9	Order No.	Data entry	Enter Order No.

e-Service Book Guidelines

10	Order Date	Select box	Select Order Date
11	Remarks	Text area	Enter Remarks

Regularisation of absence

When the absence period of the employee arising due to un authorised absence / Strike is regularised as eligible leave / Dies Non The details need to be entered here.

The screenshot shows a web-based form titled "SR Events - Regularisation of Absence". The form has a header bar with the title. Below the header, there are several input fields and dropdown menus. The fields are: "Absence Type" (a dropdown menu), "Department" (a dropdown menu), "Class Branch" (a dropdown menu), "From Date (DD/MM/YYYY)" (a date picker), "To Date (DD/MM/YYYY)" (a dropdown menu), "Period" (a text input field), and "Remarks" (a text area). There is a green "Save" button at the bottom right of the form.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Regularisation of Absence			
1	Absence Type	Drop down	Select Absence Type

e-Service Book Guidelines

2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	From date	Select box	Select From date
7	To Date	Select box	Select To Date
8	Type of Regularisation	Drop down	Select Type of Regularisation
9	Remarks	Data entry	Enter Remarks

Others (No Impact on Pay)

Miscellaneous entries which does not fit into any of the above events and which does not effect pay are to be entered under this module.

e-Service Book Guidelines

The screenshot displays a web application interface for creating an e-Service Book. It features a table with two columns: 'Header' and 'Description'. A green 'Save' button is visible at the bottom right of the table area. The interface is titled 'e-Service Book Guidelines'.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Others (No Impact on Pay)			
1	Header	Data entry	Enter Header
2	Description	Data entry	Enter Description

Part 4: Leave Travel Concessions (Last availed only):

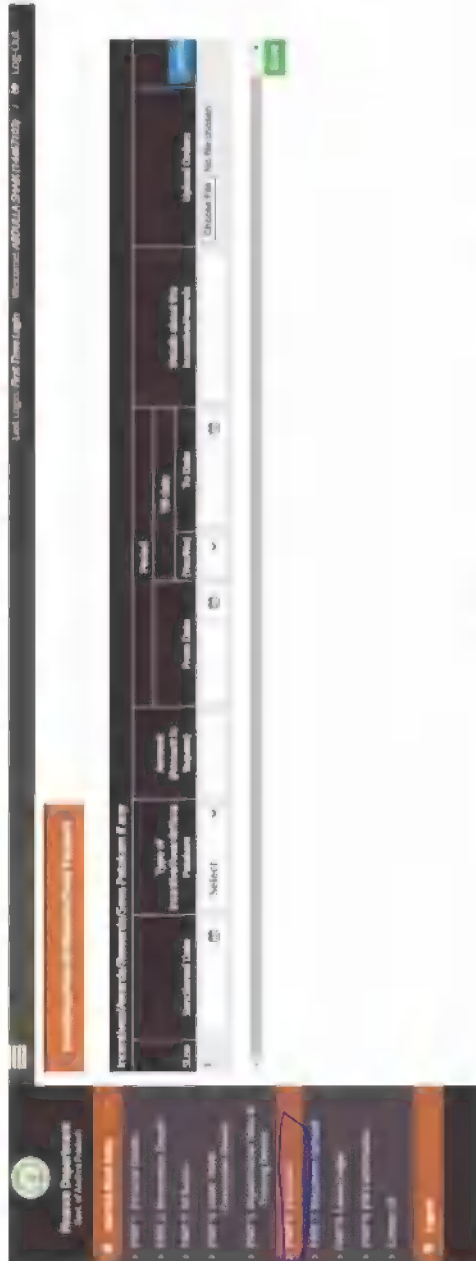
e-Service Book Guidelines

9	Family Details	Drop down	Select Family Member Details
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Part 5: Departmental Tests & Training:**i. Tests :**

Sl. No	Column (Field) Name	Type of Field	Remarks
A. Tests			
1	Name of the Test	Data Entry	Enter Name of the Test
2	Name of the Exam	Data Entry	Enter Name of the Exam
3	Hall Ticket Number	Data Entry	Enter Hall Ticket Number
4	Exam Date	Select Box	Select Exam Date
5	Date of Passing	Select Box	Select Date of Passing

Part 6: Incentives/Awards/Rewards/Seva Patakam:



Sl. No	Column (Field) Name	Type of Field	Remarks
1	Sanctioned Date	Select box	Select Sanctioned Date
2	Type of Incentive/Awards/ Seva Patakam	Drop down	Select Type of Incentive/Awards/ Seva Patakam
3	Amount	Data Entry	Enter Amount
4	PeriodFrom Date	Select box	Select Period From Date
5	Period Till date (Yes/No)	Drop down	Select Period Till date (Yes/No)
6	Period To Date	Select box	Select Period To Date
7	Details about the Incentive/Awards	Data Entry	Enter Details about the Incentive Awards

e-Service Book Guidelines

Part 7: Employee Uploads:

User has to click on 'Employee Uploads' sub menu item under e-Service Book entry menu item to upload Latest Photo, Aadhar card Scanned Copy, SSC certificate or SR extract page for proof of Date of Birth, Caste Certificate(if Otherthan OC), Medical Certificate (if employee disabled) as shown below .

User can made any correction in Employee First name, surname displayed as per HRMS. (note: first name, surname can update as per SR only)

The screenshot displays the 'Employee Uploads' section of a web application. It features a sidebar with navigation links: 'Employee First Name and Surname', 'SSC Certificate Copy/SR extract copy per date proof', 'Aadhar Card', 'Latest Photo', 'Caste Certificate (Other than OC)', and 'Medical Certificate (Disabled employees)'. The main content area is titled 'Documents Upload' and contains several input fields and buttons. The 'Employee First Name and Surname' field is pre-filled with 'ABDULLA' and has a 'Save' button. Below it, there are fields for 'Employee First Name (As per SR)' and 'Employee First Name (As per HRMS)', both with 'Save' buttons. The 'SSC Certificate Copy/SR extract copy per date proof' field has a 'Choose File' button. The 'Aadhar Card' field has a 'Choose File' button. The 'Latest Photo' field has a 'Choose File' button. The 'Caste Certificate (Other than OC)' field has a 'Choose File' button. The 'Medical Certificate (Disabled employees)' field has a 'Choose File' button. There are also 'Cancel' and 'Save' buttons at the bottom of the form.

Sl. No	Column (Field) Name	Type of Field	Remarks
1	SSC Certificate Copy/SR extract Copy (per DOB proof)	Choose File	Upload SSC Certificate Copy/SR extract Copy (per DOB proof)
2	Aadhar Card	Choose File	Upload Aadhar Card
3	Latest Photo	Choose File	Upload Latest Photo
4	Caste Certificate (Other than OC)	Choose File	Upload Caste Certificate (Other than OC)

e-Service Book Guidelines

5	Medical Certificate (Disabled persons only)	Choose File	Upload Medical Certificate (Disabled persons only)
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Part 8: Leave Ledger

Leave accounts relating to different types of leaves are to be entered manually and finally the leave balance appearing in the leave ledger

Need to be tallied with the leave balance displayed in the physical SR.

e-Service Book Guidelines

Sl. No	Column (Field) Name	Type of Field	Remarks
1)	EL		
1	SR Entry Date	Select Box	Select SR Entry Date
2	Leaves Earned From Date	Select Box	Select Leaves Earned From Date
3	Leaves Earned To Date	Select Box	Select Leaves Earned To Date
4	Leave Type	Drop down	Select Leave Type
5	No. of days Leaves Earned	Data Entry	Enter No. of days Leaves Earned
6	Leaves at Credit	Data Entry	Enter Leaves at Credit
7	Leaves Availed From Date	Select Box	Select Leaves Availed From Date
8	Leaves Availed To Date	Select Box	Select Leaves Availed To Date
9	EL Type	Drop down	Select EL Type

e-Service Book Guidelines

10	No. of days	Data Entry	Enter No. of days
11	No. of days Leaves Balance	Data Entry	Enter No. of days Leaves Balance
2) Samaikyandhra Leave for Teachers			
1	Date of Sanction / SR Entry date	Select Box	Select Date of Sanction / SR Entry date
2	No. of days Worked From Date	Select Box	Select No. of days Worked From Date
3	No. of days Worked To Date	Select Box	Select No. of days Worked To Date
4	No. of days Leave Credit	Data Entry	Enter No. of days Leave Credit
5	No. of days Leave Available	Data Entry	Enter No. of days Leave Available
6	No. of days Balance	Data Entry	Enter No. of days Balance
3) Addition Leave for police			
1	Date of Sanction / SR Entry date	Select Box	Select Date of Sanction / SR Entry date
2	Working Period	Drop down	Select Working Period
3	No. of days Leave Sanctioned	Data Entry	Enter No. of days Leave Sanctioned
4) Child Care Leave for Female Employees			
1	Working Period From Date	Select box	Select Working Period From Date
2	Working Period To Date	Select box	Select Working Period To Date
3	No. of days CCL Sanctioned	Data Entry	Enter No. of days CCL Sanctioned
4	Date of Sanction / SR Entry date	Select box	Select Date of Sanction / SR Entry date
5)HPL			
1	LENGTH OF SERVICE From Date	Select box	Select LENGTH OF SERVICE From Date
2	LENGTH OF SERVICE To Date	Select box	Select LENGTH OF SERVICE To Date
3	NO.OF COMPLETED YEARS OF SERVICE	Data Entry	Enter NO.OF COMPLETED YEARS OF SERVICE
4	LEAVES EARNED (IN DAYS)	Data Entry	Enter LEAVES EARNED (IN DAYS)

e-Service Book Guidelines

5	LEAVES AT CREDIT (IN DAYS)	Data Entry	Enter LEAVES AT CREDIT (IN DAYS)
6	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE From Date	Select box	Select LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE From Date
7	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE To Date	Select box	Select LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE To Date
8	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE No. of days	Data Entry	Enter LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE No. of days
9	COMMUTED LEAVE ON M.C ON FULL PAY From Date	Select box	Select COMMUTED LEAVE ON M.C ON FULL PAY From Date
10	COMMUTED LEAVE ON M.C ON FULL PAY To Date	Select box	Select COMMUTED LEAVE ON M.C ON FULL PAY To Date
11	COMMUTED LEAVE ON M.C ON FULL PAY No. of days	Data Entry	Enter COMMUTED LEAVE ON M.C ON FULL PAY No. of days
12	COMMUTED LEAVE CONVERTED INTO HALF PAY LEAVE TWICE OF COL.7	Data Entry	Enter COMMUTED LEAVE CONVERTED INTO HALF PAY LEAVE TWICE OF COL.7

Confirm SR Data:

e-Service Book Guidelines

Sl. No	Column (Field) Name	Type of Field	Remarks
Upload Service Book Copy			
1	Upload Service Book Copy	Choose File	Upload Service Book Copy

- In this sub menu, employee can view all the filled parts in a tabular form. Employee has to visit each tab and confirm the details Part wise. Respective screens are shown below.
- If any field is unfilled, system throws an alert stating the employee to fill the respective fields. Then employee has to add the service details through eService register parts and save the data.
- The employee can edit the service details any point of time only before his / her details are being confirmed by the respective DDO. If DDO & Head Office confirms the service details of the employees then no modifications are allowed at any given